

**NEW**

# iPad

**150**  
pages of  
top tips

# for Beginners

Everything you need to know  
to get started with your iPad

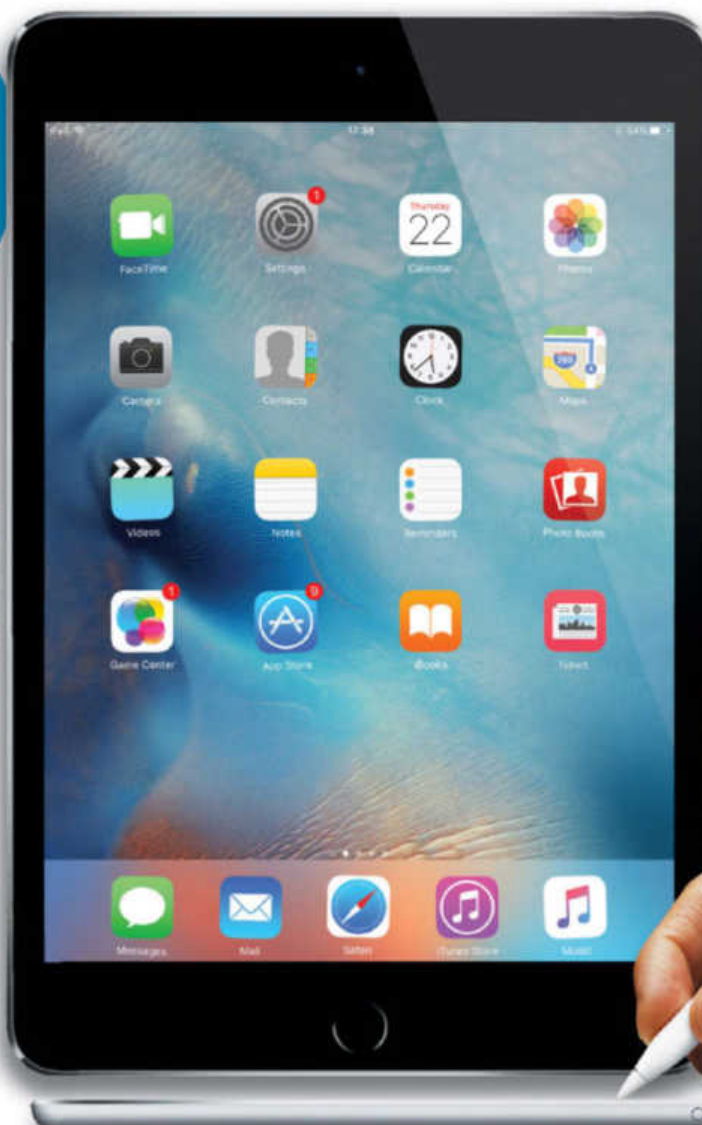
**59**

tutorials  
to get  
you started



## SET UP YOUR iPad

Know the ins  
and outs of your  
device



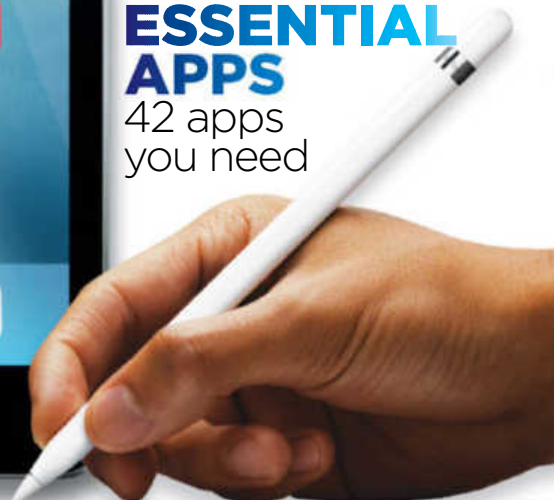
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## THE MOST ESSENTIAL APPS

42 apps  
you need



## ALSO INSIDE

• GarageBand • Photos • Facebook • Keynote  
• Pages • Safari • Maps • Twitter & more...



# Welcome to **iPad** for Beginners

Just a few years after the very first iPad was released, Apple's innovative tablets have become part of our everyday lives. So you could be forgiven for forgetting what a masterful invention it is and the power it has to transform and enhance the way we live, work and play. If you have just purchased your very first iPad, prepare for it to become a personal assistant and entertainment centre combined. This new edition of iPad for Beginners will help you realise the full potential of your new gadget, afforded by its amazing functionality, versatility and portability. What's more, recent updates mean you can now create a personalised newsfeed in the News app, start streaming with Apple Music, interact more intelligently with Siri and produce dynamic reminders in Notes – not to mention the addition of the Apple Pencil for the new iPad Pro. Let this comprehensive guide get you rolling and you will soon wonder what you did without it!







# iPad for Beginners

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**Distributed in the UK, Eire & the Rest of the World by**

Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU

Tel 0203 787 9060, [www.marketforce.co.uk](http://www.marketforce.co.uk)

**Distributed in Australia by**

Network Services (a division of Bauer Media Group), Level 21 Civic Tower, 66-68 Goulburn Street,  
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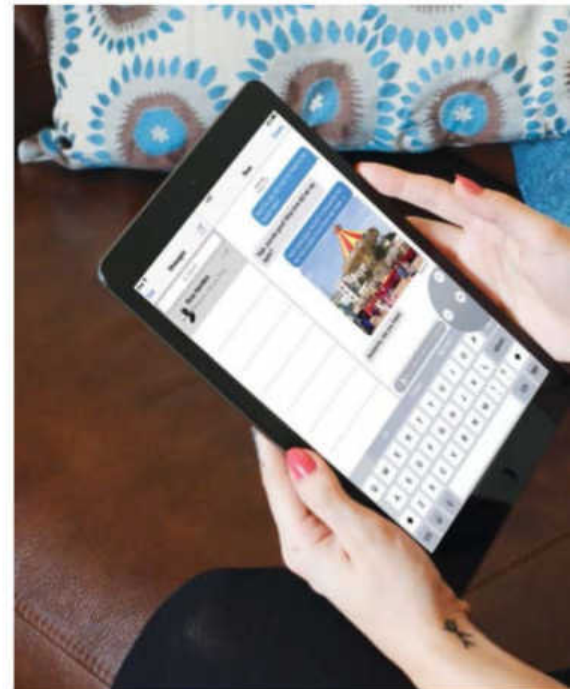
Part of the

# iCreate

bookazine series



# Contents



## Essential guide

- 08 The essential iPad guide

## Setting up

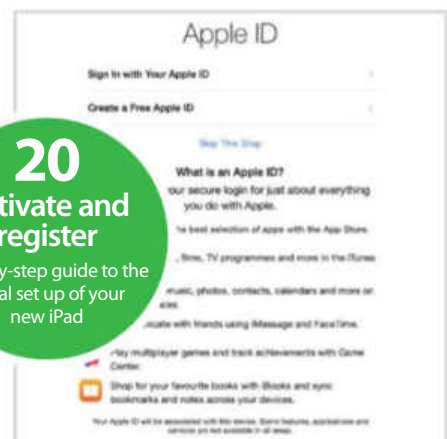
- 20 Activate and register your new iPad
- 24 Manage Settings to suit your needs
- 26 Set up a Wi-Fi connection
- 27 Connect to a Bluetooth device
- 28 Set up iCloud and start syncing
- 30 Back up your iPad using iCloud
- 32 Set up Passcode Lock
- 34 Customise Touch ID settings
- 36 Get to grips with Apple Pencil
- 38 Take control of your privacy settings
- 40 Change your iPad's wallpaper
- 42 Locate a misplaced iPad device
- 44 Get to grips with multitasking

- 46 View two apps side-by-side
- 48 Introducing the Control Centre
- 50 Access email on your iPad
- 52 Install iTunes on your desktop
- 54 Get to know the iTunes interface
- 56 Sync your music from iTunes
- 57 Transfer movies using iTunes

## Getting started

- 60 Search for apps with Spotlight
- 62 Discover the features of Safari
- 64 De-clutter the web with Safari Reader
- 66 Explore the Mail app
- 68 Add photos and videos to Mail messages
- 70 Add an event in Calendar
- 72 Never miss an event by using Reminders
- 74 Customise your Notification Centre

- 76 Instantly respond to notifications
- 78 Make calls using FaceTime
- 80 Stay in contact using iMessage
- 82 Use the updated Notes app
- 84 Get to know the Maps app
- 86 Navigate in Maps
- 88 Use Siri to streamline tasks
- 90 Explore the App Store
- 92 Use iTunes to download media onto your iPad





**80**  
Send an  
iMessage



**98**  
Edit images  
in Photos

**142**  
Essential apps  
The must-have apps  
you simply have to  
download today



**110**  
Stream  
music

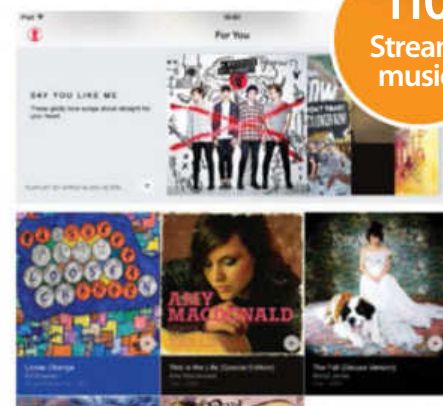
## The next step

- 96** Take great photos and videos on your iPad
- 98** Edit images in Photos
- 100** Organise your photos
- 102** Learn to set up Family Sharing
- 104** Set up a Game Center account
- 106** Make more of the Videos app
- 108** Access video content via YouTube
- 110** Stream your favourite tunes in Apple Music
- 112** Create a playlist in the Music app
- 114** Listen to podcasts on your iPad
- 116** Purchase an iBook
- 118** Get to know iBooks
- 120** Join Twitter and get tweeting
- 122** Use Facebook with family and friends

- 124** Stay informed with the News app
- 126** Edit a movie in iMovie
- 128** Insert and arrange clips in iMovie
- 130** Make music in GarageBand
- 132** Design documents in the Pages app
- 134** Make spreadsheets with Numbers
- 136** Make a memorable holiday slideshow in Keynote
- 138** Transfer files to friends with AirDrop
- 140** Get more from iCloud Drive

## Essential apps

- 142** Essential iPad apps  
Explore the App Store's categories and must-have apps to download right away



## Glossary

- 158** Your iPad glossary  
Get to know the terminology





# The essential iPad guide

Everything you need to know to navigate and use your tablet like a pro

**N**ow that you have finally got your hands on a new iPad you'll no doubt be highly curious about how to use it. In truth it couldn't be simpler. The operating system (iOS) is simple and intuitive to use and all of the key apps come pre-installed and will be visible as app icons on your home screen. Before you get to experience those things though you will need to go through an initial set-up process when firing up your device for the first time. This takes the form of several steps that explain the features that need to be set-up and guide you through the process of activating them. The first step is creating an Apple ID (or signing in if you have an Apple ID already). This is linked to all aspects of your iPad, from buying apps and items from the iTunes Store to utilising Apple's excellent iCloud service and all that is required is a valid email address and a secure password.

A lot of the services and features on your iPad that are set up during this process are optional and can be tweaked later if you prefer, or when you discover what suits you best. For such matters the Settings app is your best friend because all of the different facets of your iPad are presented

in a simple list – just tap on a category and begin exploring the many options associated with it.

Once you are set up, take time to explore the many core apps that come pre-installed on your device, such as Safari (for web browsing), Mail (for checking your emails), Calendar (your personal organiser) and Maps (for exploring the world). Before too long you'll probably be chomping at the bit to download other apps and games, in which case you need to launch the App Store app from your home screen. This online store is brimming with apps of all descriptions, some of which require payment (this is linked to your Apple ID) and others, which are totally free – such as Facebook and Twitter. Both of these services are integrated in iOS, so once you download and log into the services through the Settings app you will be able to update your status or tweet while in any of the core apps.

*“Take time to explore the core apps that come pre-installed on your device”*



*Fig: To get started, connect to a Wi-Fi network and start shopping for new apps and content*

# Explore the iPad's hardware

## Learn how to find your way around your device

### Battery icon

This icon shows the current battery level of your device. Go to Settings>General>Usage to view it as a percentage figure

### Wi-Fi icon

If you are connected to a Wi-Fi network then the signal strength will be displayed by this icon

### Apps

The main home screen displays most of the pre-installed apps in a grid system. Tap on an app to launch it

### Camera

Your iPad comes with a front and rear-facing camera. Look here and say 'cheese' to your perfect selfie!

### Dock connector

The port on the bottom of your iPad is used by the Lightning cable to connect your device to a power source or computer

### Power button

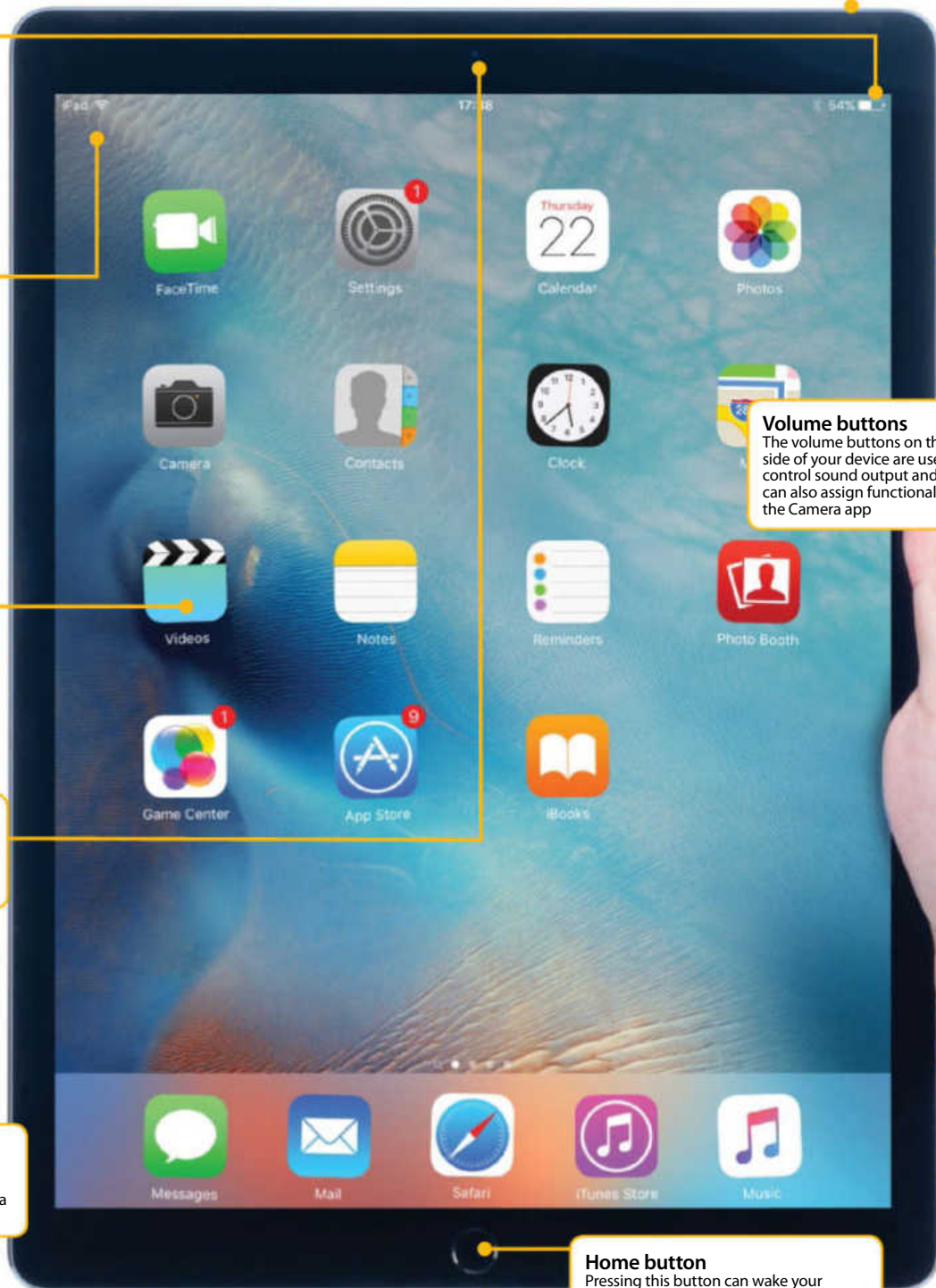
This button on the top of your device can be tapped to put your device to sleep or a long-press will power the phone down completely

### Volume buttons

The volume buttons on the side of your device are used to control sound output and you can also assign functionality to the Camera app

### Home button

Pressing this button can wake your device up and close apps to return to the main home screen

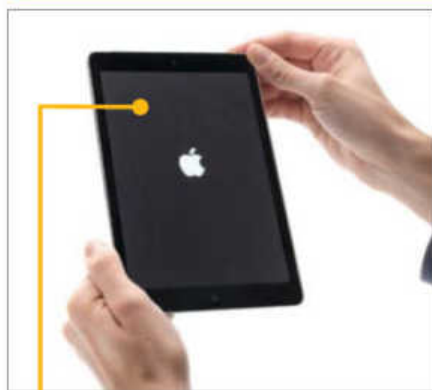


## First steps

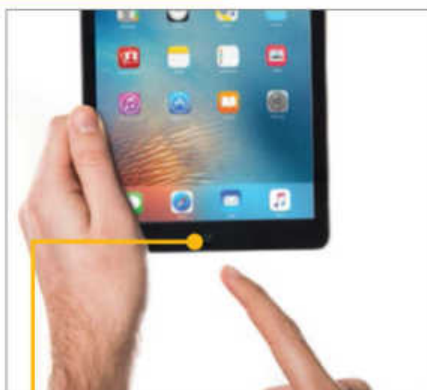
Take the time to learn the basics of your iPad which we highlight here

### Turn on/off

How to power-up your device or shut it down completely using the power button



**01** To turn on your iPad, hold down the power button on the top until the logo is displayed.



**02** If your iPad is in sleep mode, press the power button to wake it up or press the Home button.

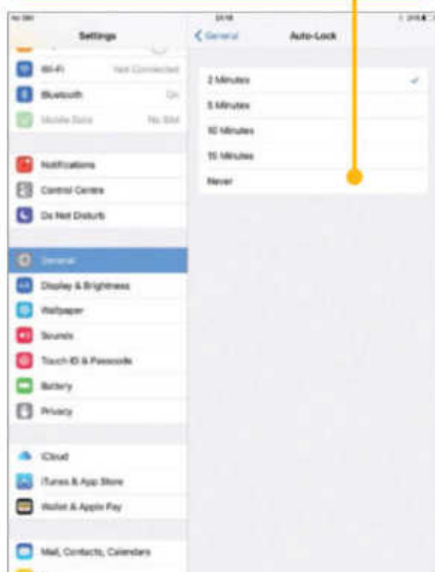


**03** To turn your iPad off, hold the power button until the screen dims and move the slider right.

### Sleep mode

Conserve your iPad's battery power when the device is not in use

Go to Settings>General and then tap Auto-Lock to set how soon your iPad will automatically lock and go to sleep when idle.



### Unlock

Determine how your iPad is unlocked ready for use

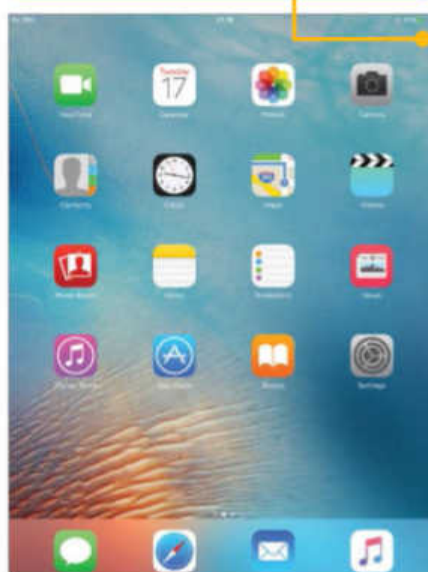
Go to Settings>Passcode and turn Passcode on. Set a simple passcode or disable the 'Simple Passcode' feature to use something more complex.



### Charging

All you need to know about powering-up your iPad

To charge your iPad, use the Lightning cable to connect to a plug socket or computer and it will be indicated by the icon next to the battery.





## Change volume

Discover how to adjust the sound output of your iPad for all kinds of purposes



**01** On your home screen, use the volume buttons on the side of the iPad to adjust the ringer volume. Do the same in an app to adjust the volume.



**02** You can also swipe up from the bottom of the screen while in any app to access the Control Centre and you will see the volume option there also.

## Mute

Learn how to cut all sound on your device instantly



To mute the ringer instantly, flick the switch above the volume buttons on your iPad. Repeat to unmute.

## Rotation lock

Learn how to lock your iPhone's screen orientation to keep it in landscape or portrait mode



**01** Position your device in the orientation you wish to lock it in and then swipe up from the bottom of the screen to access your Control Centre.



**02** Now tap the top-right icon (with the padlock on) to lock the current orientation. Repeat the process to unlock it again.

## Syncing

iCloud ensures all of your info and files stay up to date



Sign in using your Apple ID and then move the sliders to enable the service for various apps.

## Brightness

Learn how to adjust the brightness of your iPad screen to suit any conditions

**01** Adjusting screen brightness can be done by going to the Settings app and tapping on Display & Brightness or swiping up to access Control Centre.



## Apps

How to organise your apps neatly on your home screen

**01** Apps can be moved by pressing and holding on the icons until they all shake and then dragging them into new positions.



## Folders

Folders are a great way to help keep apps organised



Press and hold on an app icon until they all shake and then drag an icon on top of another icon to create a folder.

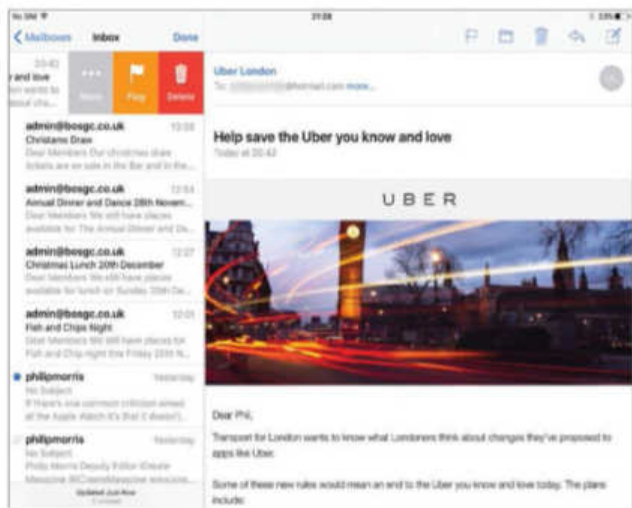


# Essential guide



## Safari

Safari is your iPad's default web browsing app and it comes packed with features to make web trawling an intuitive experience. The URL field at the top of the interface doubles up as a search field (just type in keywords to perform searches) and the list icon to the left of the field initiates Reader mode, which presents web pages in a stripped-down, easier to read format. The icons at the top of the interface allow you to share web content and view your open tabs, but it is the book icon that is most intriguing as this provides access to your bookmarks, items added to your Reading List (for offline reading) and links that have been shared with people whom you follow on Twitter. By tapping on the tabs icon you can view and close open tabs, open a private tab and scroll down to see web pages open on other iOS and Mac OS X devices that you can access



## Mail

For those who are constantly managing their correspondence in their inboxes, the Mail app is your iPad's default email app and is feature-rich for all of your emailing needs. When launching the Mail app for the first time you will need to go through an initial set-up process – but this involves little more than entering a valid email address and password. Once done, you can start sending emails almost instantly by tapping on the pen and paper icon in the top-right corner of the interface. Simply enter the recipient(s), add a subject and then enter your body text. If you wish to send media attachments then you can do this by tapping the share icon while in other apps (such as Photos) and then choosing the email option. All of your emails can be organised into neat little folders to make viewing and managing them easier and you can also mark people as VIPs so that their mails go into a special priority inbox. While in your mailbox, swipe left on an email to see options to Flag, Archive and more.



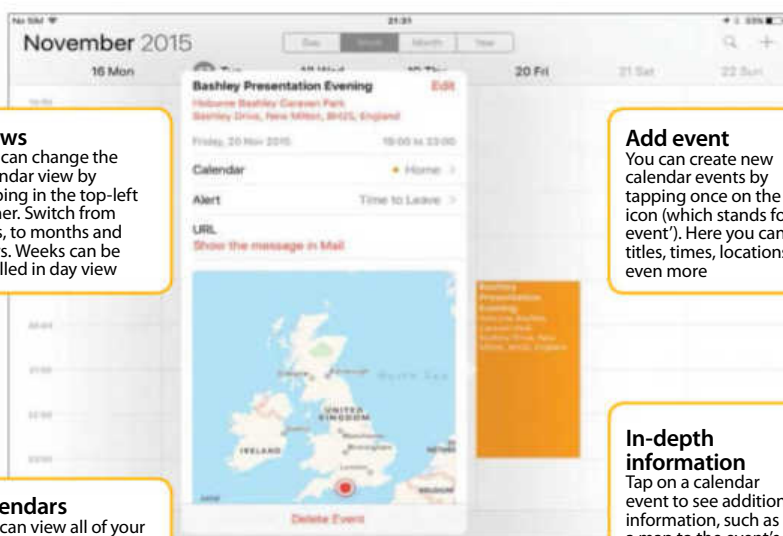
## App Store

The App Store is your first port of call for purchasing and downloading new apps. When you launch the app for the first time you will be dumped on the Featured page, which flags up the newest and most exciting apps as well as providing options to redeem iTunes vouchers, send apps as gifts to other people and sign in or out of your Apple ID. To start exploring in more detail, there are icons at the bottom of the interface for Top Charts, Explore, Search and Updates. Top Charts lets you view the current best sellers. Tapping on 'Categories' in the top-left corner also lets you view apps by category, such as Games, Music and Entertainment. The Explore option is a relatively new feature that lets you see which apps are popular in your current area and Search lets you enter keywords to find specific apps. The Updates section lists all possible updates for the apps that you own (that you can download for free) and you can also view apps you have purchased in the past and re-download them to your current device.

Tuesday  
10

# Calendar

Stay organised in your professional and personal life



## Views

You can change the calendar view by tapping in the top-left corner. Switch from days, to months and years. Weeks can be scrolled in day view

## Calendars

You can view all of your calendars and enable/disable them from displaying in the app

## Add event

You can create new calendar events by tapping once on the '+' icon (which stands for 'add event'). Here you can add titles, times, locations and even more

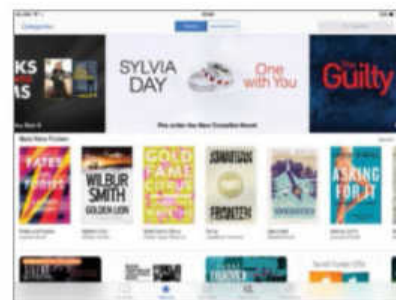
## In-depth information

Tap on a calendar event to see additional information, such as a map to the event's location, a list of invitees, related notes and more

## Read a book on your iPad



iBooks



The brilliant iBooks app now comes pre-installed on your device. From within this app you can use the Featured, Top Charts and Search icons at the bottom of the interface to browse the store for fresh content and see all of your books displayed on shelves. Tap to open it and see a range of options to tailor the experience and add notes and bookmarks.

## Get the latest headlines



News

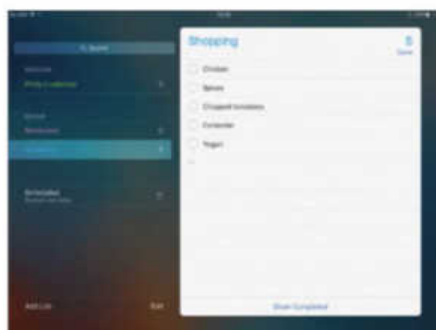


New in iOS 9, the News app allows you to create your own personal news channel by highlighting the key sources that you wish to include based on your interests. You then get one handy digest of all of the latest headlines delivered on demand. It eradicates the need to skip between websites and news apps.

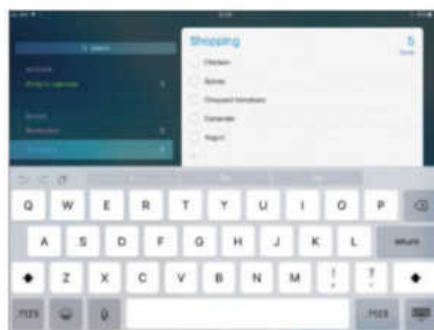


# Reminders

Familiarise yourself with the app that never lets you forget. . .



**01** You can create a new list by tapping on 'Add List' in the bottom-left of the screen. Give your new list a name to make it easy to track and then colour-code it for further easy reference. Tap 'Done' when finished.



**02** Tap on a line in a list to add a new reminder item. Tap the small 'i' icon next to an entry to add more details, so as a time to be reminded and a location that triggers a reminder when you are in range.

# Essential guide

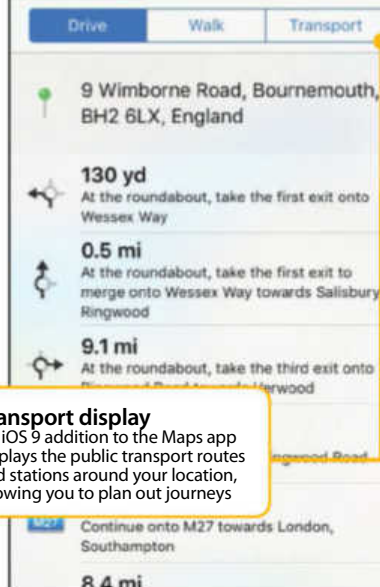


## Maps

Explore the world with your iPad's built-in navigation system

### Directions

Tap on the arrow icon in the top-left corner to get directions to and from places you specify. Enter a start and end location and a mode of transport



### Transport display

An iOS 9 addition to the Maps app displays the public transport routes and stations around your location, allowing you to plan out journeys

### Share

Tapping the share icon lets you share a location via a wide range of apps, including Facebook and Twitter. You can also add to favourites here

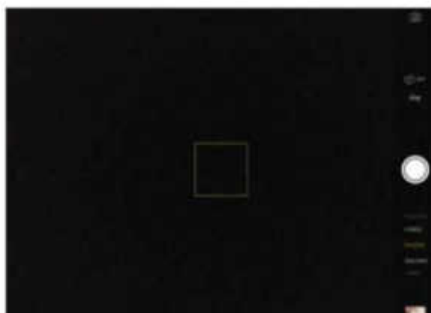
### Options

Tap the 'i' icon to change the style of the map displayed, display live traffic and drop a pin in your current location

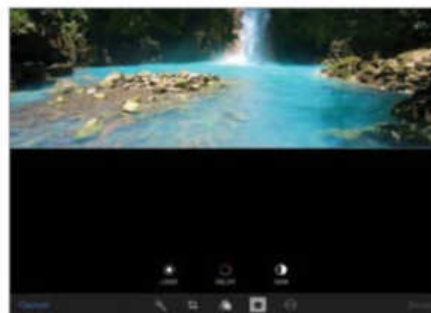


## Camera & Photos

Your iPad's Camera and Photos apps have been intrinsically linked to make capturing and editing images as simple as possible. The Camera app features a dynamic set of shooting modes and live filters (as well as new features such as a shutter delay timer) and the Photos app groups your captured images together into time frames and locations. You can also perform a surprisingly versatile sequence of edits and share them with friends and family. You can jump straight to your iPad's Photos app from within the Camera app by tapping on the thumbnail of the last image you took and the Camera app itself can be launched via your home screen, Control Centre or by swiping up on the camera icon on the Lock screen to ensure that you never miss a moment.



**01** While in your iPad's Camera app, swipe through the various modes displayed just above the shutter button. You can also apply live filter effects to your photos by tapping on the filter icon in the lower-right corner. There is a whole range of filters and effects to choose from. You will also discover the options to enable or disable the iPad's flash, enable HDR (high dynamic range) mode and set a timer at the top.



**02** The Photos app on your iPad lets you view your captured images, share them with other people, mark them as favourites, delete them or perform some incredible edits. Tapping on the Edit option provides options to crop your image, change the filter, adjust the colour levels and more. You can also auto-enhance the images to save you time. Once you have applied your edits, just tap Done.

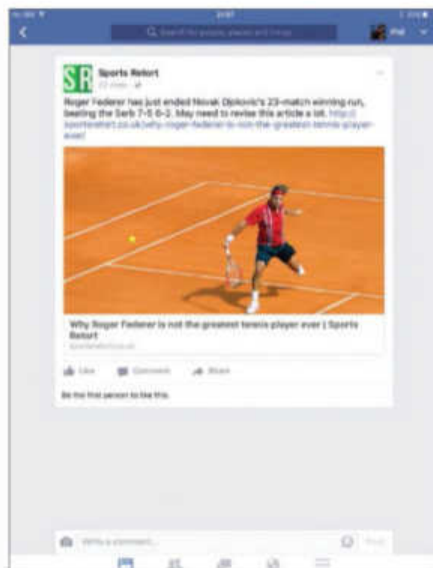




## Facebook & Twitter

The Facebook and Twitter services have been integrated into your iPad's operating system so that you can update your status and compose tweets from within all of Apple's other pre-installed apps. To get started though you must still download the free apps from the App Store and then launch your Settings app. Tap on the Facebook and Twitter settings options respectively and then ensure that you are logged into your accounts. Once done, you'll be able to tap the share icon from within other apps such as Photos and Maps and then share content from your current app through the now-integrated social networks. You can, of course, still launch the Facebook and Twitter apps from your home screen and enjoy all of the features that they provide. As previously mentioned, Twitter is also cleverly integrated into the Safari app – just tap on the book icon followed by the '@' tab and all of the links that the people you follow share in Twitter will be listed for you to tap on.

**"Download the free apps from the App Store"**



**01** The Facebook app is integrated into the operating system to make it easier for you to share content. Through the app you can post content, stay up to date in your social loops and more. There are also apps for Facebook Groups and Messenger. Messenger lets you send unlimited messages to friends.

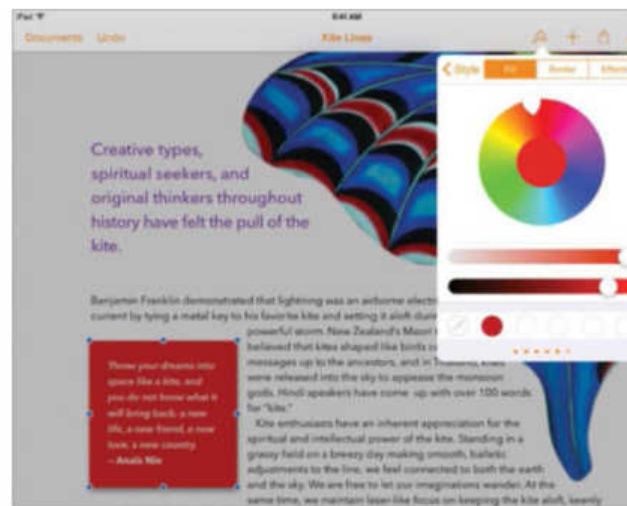


**02** The Twitter app's integration with your iPad makes it easy to tweet from whatever app you're in. The app makes staying on top of your social life a breeze. You can scroll through your timeline to see what the folk you follow are tweeting and then reply, retweet or mark a tweet as a favourite via the icons underneath each one.



## iLife

iLife refers to a collection of apps designed to help you embrace life and the creative possibilities it presents. It includes iMovie and GarageBand – free to download from the App Store. To transform videos captured through the Camera app into professionally-edited blockbusters then iMovie provides all of the tools, including themes and effects. GarageBand is an all-in-one music making and recording app. With the right connectors you can plug your instruments into your phone to lay down a track or there is a wide range of 'Smart' instruments included to play on screen.



## iWork

iWork is also a collective term for a series of apps. These apps include Pages, Numbers and Keynote, which focus on documents, spreadsheets and presentations. In Pages you can create professional-looking documents, posters and leaflets, whereas Numbers lets you apply all kinds of formulas to your charts to make your figures tally up. Everything you create can be presented through Keynote, or you can use this app to construct eye-catching presentations. All of these apps are free to download from the App Store and everything is synced between devices via iCloud.

## Game Center

Discover the many features that your iPad gaming portal has to offer

### Me

You can create your own Game Center profile when launching the app. Give yourself a nickname, assign a profile picture and add an optional motto or call sign

### Friends

You can befriend other people in Game Center by searching for them or by accepting incoming friend requests. You can then compete against them in online games

### Challenges

You can leave challenges for your friends or accept challenges that have been laid down to you. You can also monitor turn-based games by tapping Turns

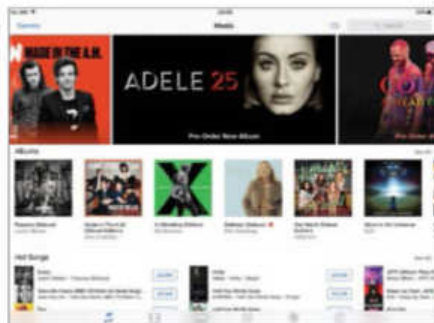
### Games

The Games section lists your games and lets you track your high scores and achievements and you can also use it to find fun new games to download and play

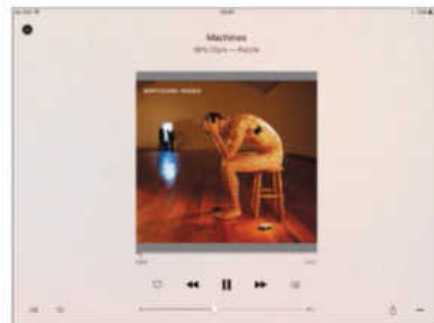


## iTunes & Music

The iTunes store, accessible from its own app on your iPad's home screen, is a sprawling online shop for music and visual entertainment. You can buy or rent movies or TV shows to view in your Videos app or shop and download tracks or albums to listen to in your Music app. New content is well flagged up and the comprehensive search engine means that you're never far away from what you want to watch or listen to. Any music you buy will be automatically downloaded to your Music app and here you will be able to create playlists. All of your purchased music is also synced to iCloud Drive. This means that if you put your iPad down and switch to your iPhone, you can open the iTunes app and tap the cloud icon to re-download it onto your current device.



**01** The iTunes app is where you go to shop for new music, movies and TV shows to download and enjoy on your iPad (or any other iDevice you may own, such as an iPhone). iTunes is a constantly changing environment as new content arrives on the iTunes store to purchase all the time. Use the icons at the bottom of the app interface to jump to the various sections and begin browsing content.



**02** All of the music that you purchase and download through the iTunes app will be made playable through your iPad's Music app. Tap to open up the Music app and view your downloaded music. Then just tap on individual tracks to begin playing them. You can create your own original playlists to suit any occasion or mood. You can also access Apple Music here, allowing you to stream virtually any song you like if you sign up..

# Accessories

You can also connect other devices to your iPad, such as keyboards and speakers. Here we explore some of the possibilities



## Stylus

Controlling objects with your fingers undoubtedly feels more natural, but a stylus can be great for adding precision to your work. A few companies have created such devices that work very well with the iPad's capacitive screen

## QDOS case

Your iPad is an expensive bit of kit so you will no doubt want to take good care of it to ensure that your investment lasts. Cases like this QDOS Libris one is perfect for protecting your iPad as not only does it protect against scratches, it also adds functionality as it can be folded into a stand

## Protective film

Even if you prefer your iPad to be without a case, you should consider a film to protect its most important part: the screen. Some high-quality ones not only protect it from scratches, they actually make it easier to clean as fingerprints don't stick as easily as they would on a bare piece of glass



## Headphones

The sound quality of the external speakers is limited, especially when playing music or games, so a decent set of headphones can really enhance your experience. It also protects other people from your sonic preferences!



## Bookarc stand

This is the perfect accessory if you want to go hands free with your device. The Bookarc stand can hold your iPad in four different positions for displaying, storing, charging and hands free use





# Setting up

- 20** **Activate your new iPad**  
Find out how easy it is to get your iPad up and running
- 24** **Get to grips with Settings**  
Learn the best ways to customise your tablet
- 26** **Set up a Wi-Fi connection**  
Get your iPad on the internet
- 27** **Connect to a Bluetooth device**  
Manage your Bluetooth connectivity
- 28** **Set up iCloud and start syncing**  
Move files wirelessly between devices with no hassle at all
- 30** **Back up your iPad with iCloud**  
Make sure you never lose anything thanks to iCloud
- 32** **Set a Passcode Lock**  
Protect your iPad from prying eyes
- 34** **Customise Touch ID settings**  
Get additional security for your iPad
- 36** **Get to grips with Apple Pencil**  
Start using the custom accessory purpose-built for iPad Pro creatives
- 38** **Take control of privacy settings**  
Rein in information-hungry apps
- 40** **Change your iPad's wallpaper**  
Add background images to your screen
- 42** **Find your iOS device**  
Track your iPad if lost or stolen
- 44** **Get to grips with multitasking**  
Switch between apps with ease
- 46** **View apps side-by-side with Split View**  
Navigate your device more productively
- 48** **Introducing Control Centre**  
Quickly change settings and use features on your iPad

- 50** **Access email on your iPad**  
Stay in touch wherever you are thanks to your iPad
- 52** **Install iTunes on your desktop**  
Set up your digital media platform and see what benefits it offers
- 54** **Get to know the iTunes interface**  
Discover the gateway to Apple's store
- 56** **Sync your music from iTunes**  
Move music from your computer to your iPad
- 57** **Transfer movies using iTunes**  
Make sure all your favourite films are accessible on your device

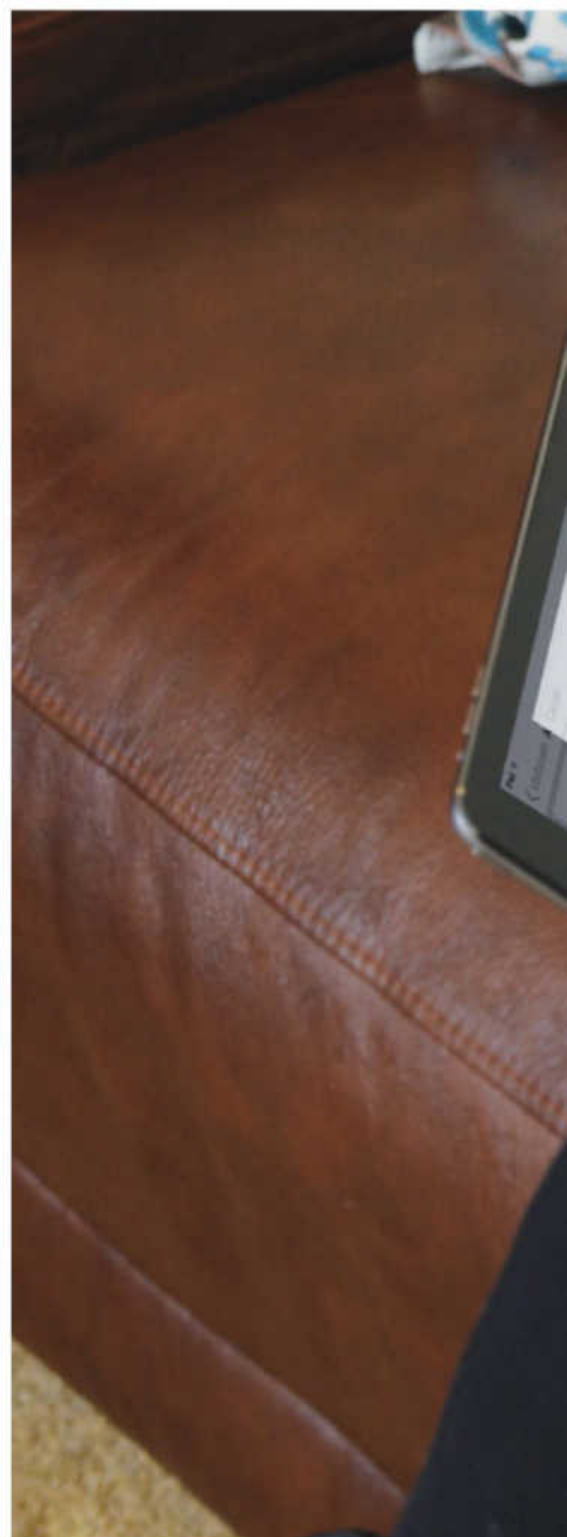
**32**  
Set a  
passcode



**42**  
Find your  
device



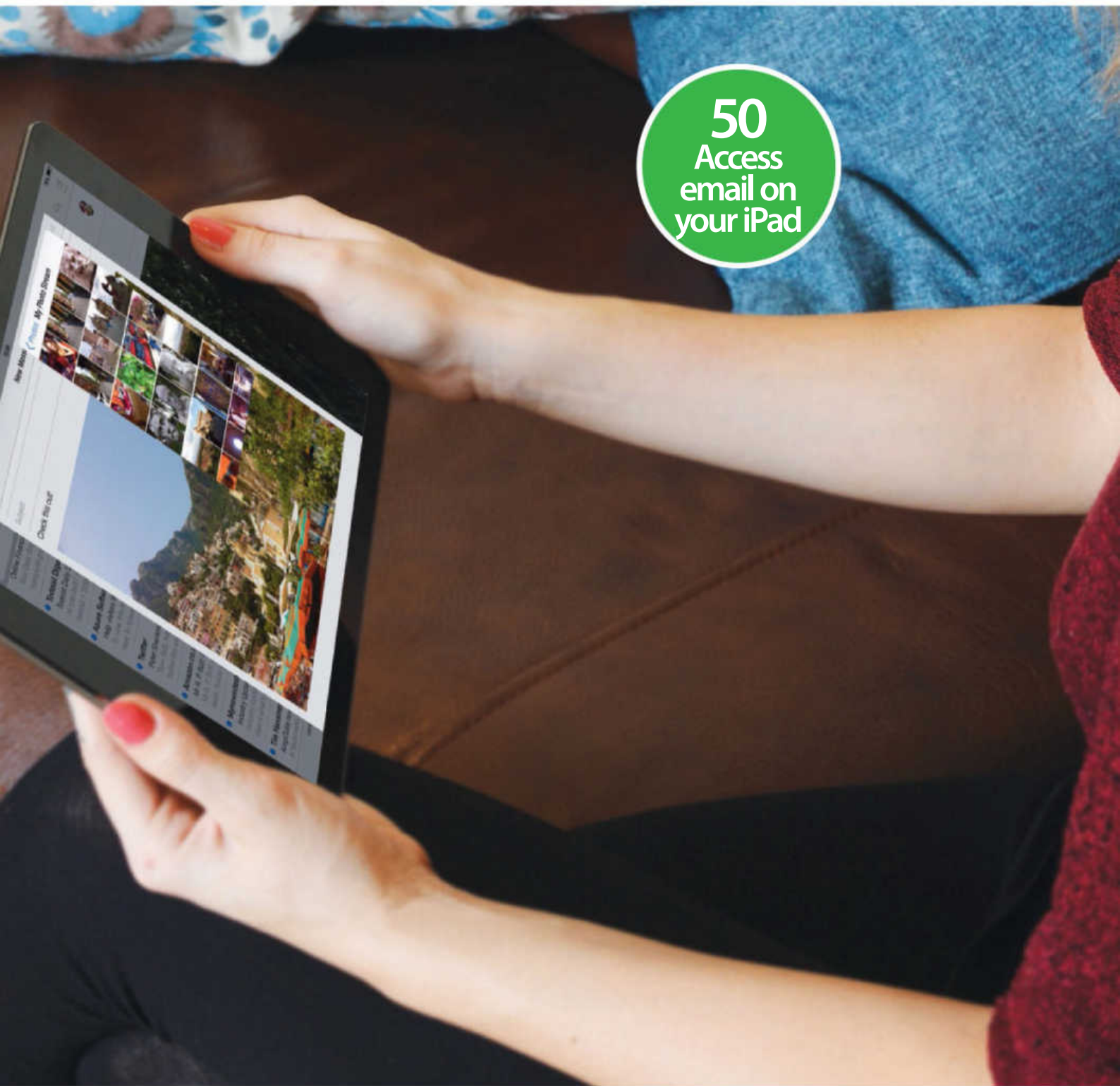
**44**  
Multitask  
effectively

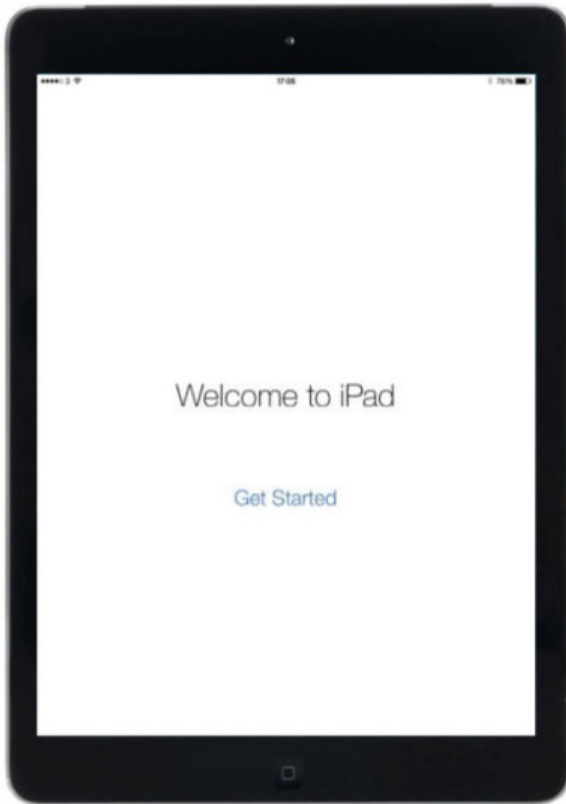




Bring your iPad to life with  
these easy-to-follow tips

**50**  
Access  
email on  
your iPad





## Activate and register your new iPad

Just got an iPad? We'll guide you through the process of setting up your device and registering it to your Apple ID



With a keen sense of excitement and anticipation, you unpack your brand new iPad from its box and are ready to activate it and start using it to enhance your life. But whereas previously you would have to have had a computer to plug your iPad into to start the setup process, ever since iOS 5 you are no longer required to tether your device to a computer. This means the entire setup can be carried out independently, which makes it a quick and easy process.

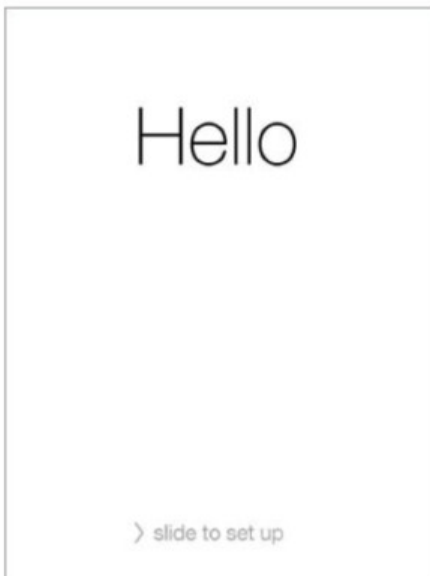
All you have to do to activate your iPad is connect your new device to a power

source and then press the Sleep/Wake button, which is situated on the top of your iPad. This will bring up a generic iPad lock screen with a slider at the bottom. Tap and hold on the slider with your index finger and swipe it to the right to unlock the device and gain access to its beautiful interface, adorned with all the apps you might possibly need to begin with.

The next series of screens will guide you through the setup process. In this tutorial we will take you through each stage of the process and explain the requirements at every screen in order to help get you up and running as quickly as possible.

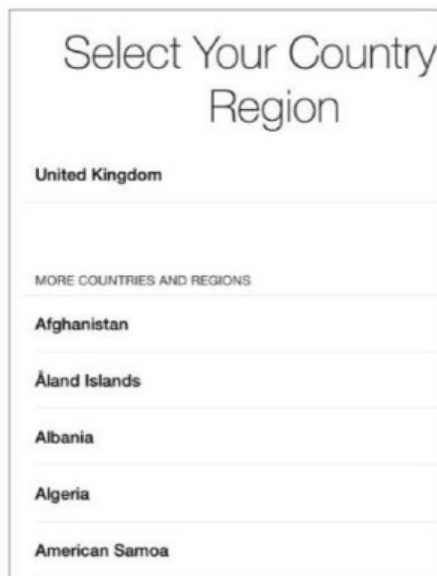
**"All you have to do is connect your device to a power source and press a button"**

### Activation Prepare your iPad



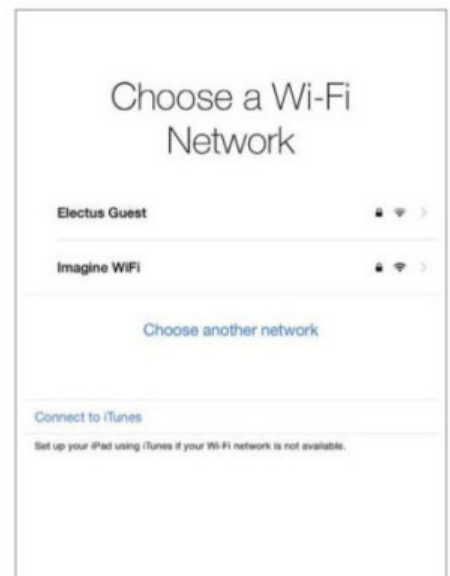
#### 01 Unlock your device

When you first switch on your iPad you will be presented with a plain-looking lock screen with a slider at the bottom. Tap and hold the slider and swipe it to the right to unlock the iPad.



#### 02 Choose language and region

On the first two set-up screens you will need to choose a native language for your device and your region so that the content of the iTunes and App Stores can be set accordingly.



#### 03 Connect to a network

Your iPad chiefly relies on a Wi-Fi network to be able to connect to the internet and fuel a wealth of different services. If you are within range of a Wi-Fi network then it will be detected.

## Explore your home screen

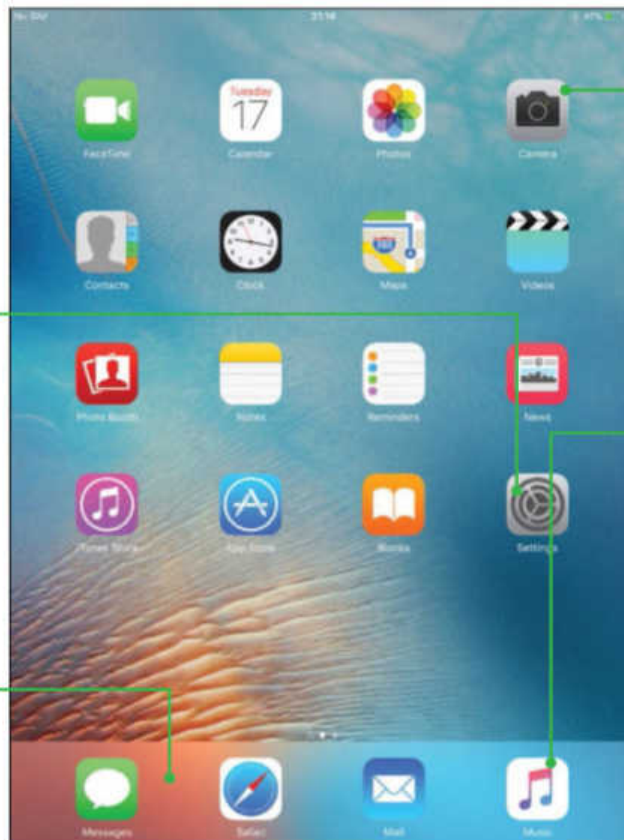
Once your iPad has been set up, you can start exploring

### Your Settings

Your first port of call should be the Settings app. Tap on this to start modifying and customising certain aspects of your device

### Your Dock

The Dock is a row of app icons at the bottom of the screen. This Dock is present no matter which of your screens you're on. It is best if it holds your most-used apps for easy access



### Your apps

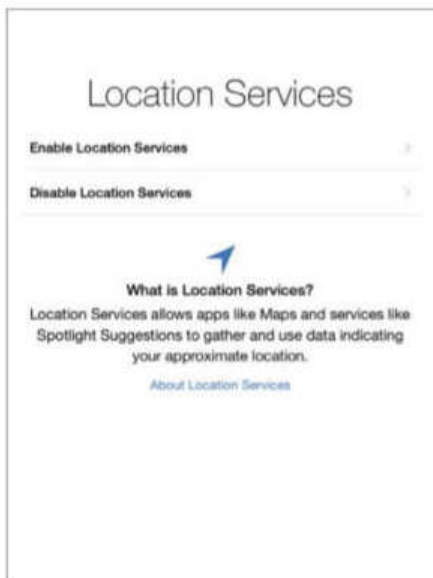
A selection of Apple apps are built in to the operating system and will appear on your home screen as standard. Tap on an icon to launch the app

### Adding apps

The Dock contains four apps as standard but you can add an extra one by tapping and holding on an icon until it starts to shake. You can then drag apps into the desired position with your finger

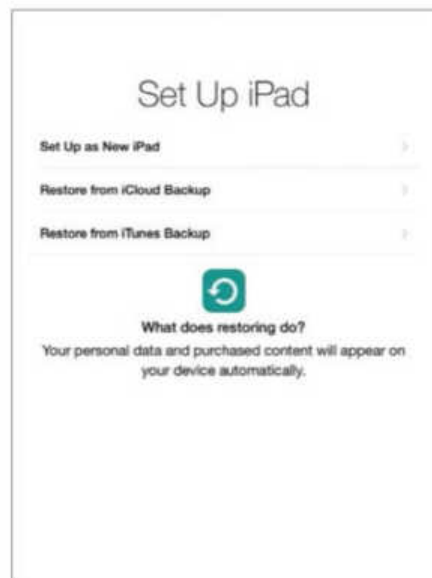
### Tweaking options

If you couldn't decide whether to activate certain services such as Find My iPad and iCloud during the initial setup process, you can do it later. Just tap on your Settings app and you will find the relevant options to activate and start using these features.



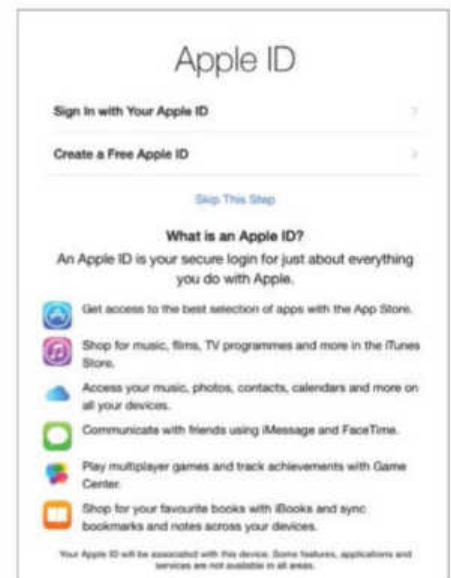
## 04 Location Services

Location Services allows apps to gather and use data indicating your approximate location, which can be very useful. Enable or disable it here. If unsure, you can reactivate it later in Settings.



## 05 Set up iPad

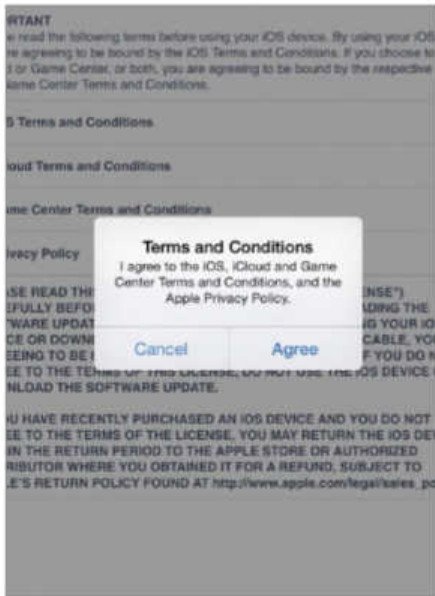
The next screen presents you with three options. You can either set up the device as a new iPad, which is what we'll be doing, or restore from previous settings backed up to iCloud or iTunes.



## 06 Sign in

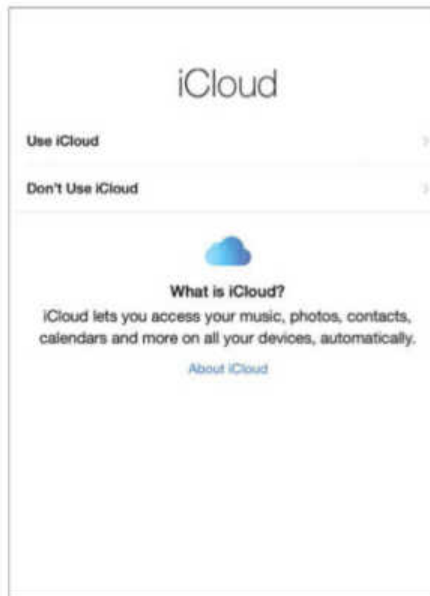
You'll need your own Apple ID to enjoy the main features of your iPad, such as being able to download apps, music and videos and back up and sync your data and settings with iCloud.

# Setting up



## 07 Read the T&Cs

After signing in you will be presented with a screen containing the Terms and Conditions relating to all aspects of your iPad, including the Apple services that you will be using such as iCloud, Game Center and so on.



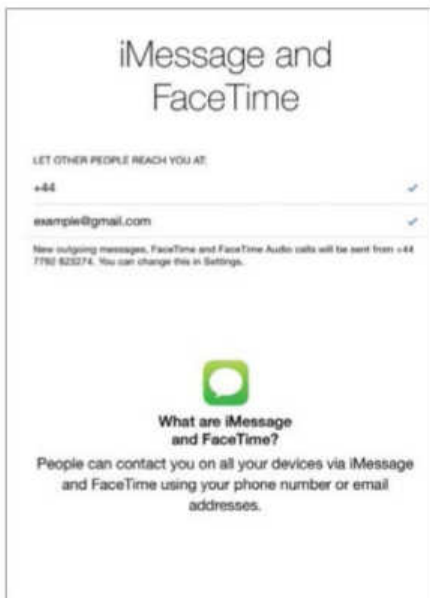
## 08 Sign in to iCloud

If you wish to use iCloud to back up your data and purchases, use your Apple ID to sign into your free account. iCloud lets you access music, photos, contacts and more on all of your devices automatically and is well worth using.



## 09 Find my iPad

If you misplace your iPad, the Find My iPad service will help you locate it on a map, and even play a sound or display a message. You can even activate this service to sync the location of your device with your iCloud.



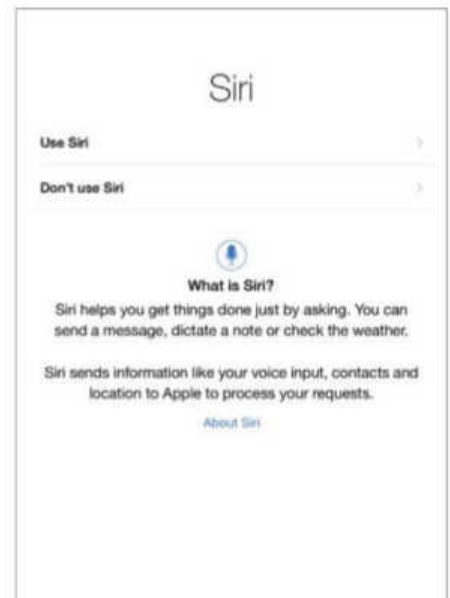
## 10 FaceTime and iMessage

FaceTime lets you speak face-to-face with people from a distance using your iPad's built-in camera, while iMessage provides a free messaging service with other iMessage users. To get started, enter your email address or phone number.



## 11 Create a passcode

At this point you can enter a four-digit passcode that will be used to secure your iPad. The code will need to be entered every time you unlock your device. It is a valuable safety function that prevents others from gaining access to your data.



## 12 Siri

At this stage you can choose to enable Siri, your iOS-based personal assistant. Once activated, you will be able to ask Siri questions or give commands in plain English to access apps, make calls, find information and more.



## Explore your Settings

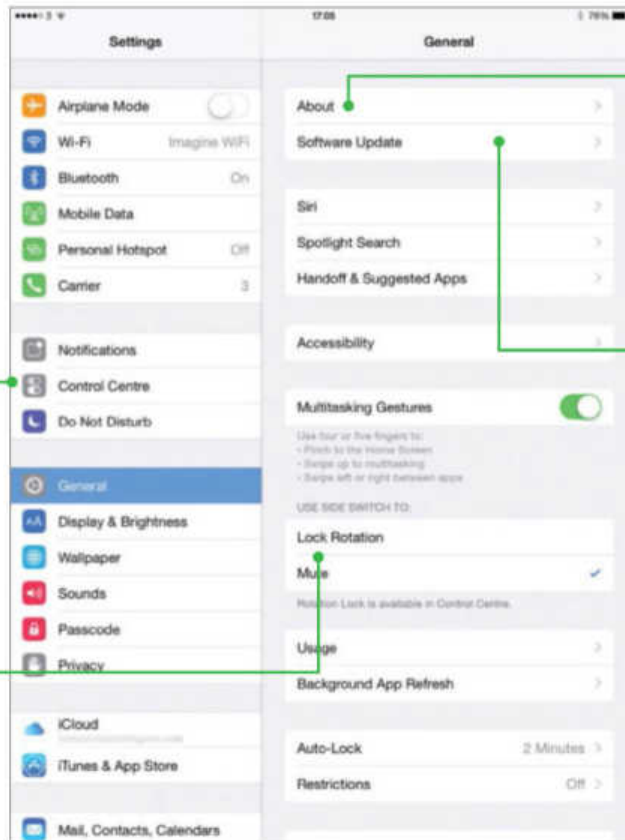
Start personalising your iPad through Settings

### The categories

All of the categories to which the Settings apply will be presented in a list on the left-hand side of the screen. Tap an option to bring up its individual screen of settings

### Side Switch

The switch on the side of your device can be used for muting sound or locking your screen rotation. The latter is very useful and you can assign it from the General section



### All about your iPad

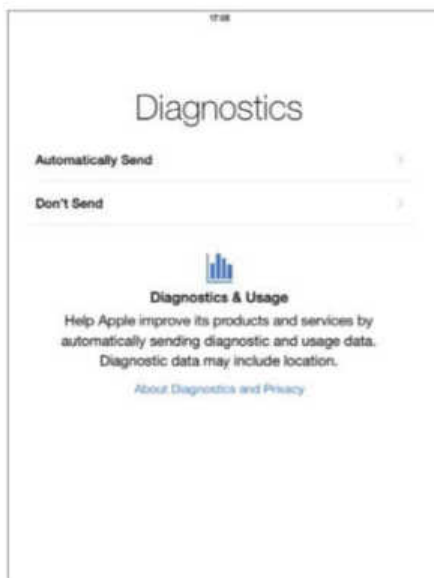
By tapping on the 'About' option in the General section, you can get in-depth info on your device, such as the serial number, capacity and the amount of space that your various apps and media take up

### Software Update

By tapping on the Software Update option in the General section, your device will be able to find and update your iOS without the need to connect your device to a computer at all

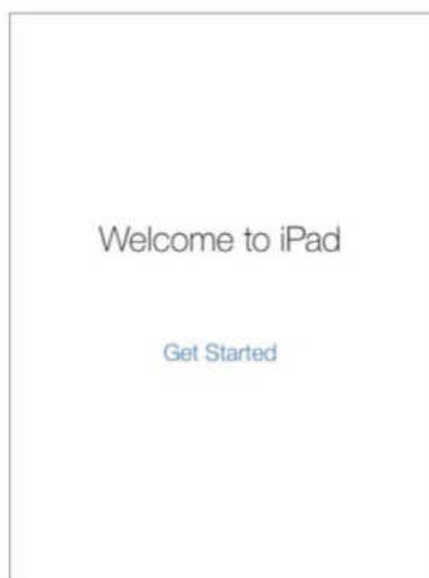
### Restoring from backup

You may not be setting up a brand new iPad; you may just be restoring your existing iPad using an iCloud backup. In which case the setup process is still carried out the same way, but when you're asked to set up your iPad, choose 'Restore from iCloud Backup' and all of your previous settings will be restored and your apps and media will be redownloaded – it may take a while though.



### 13 Diagnostics & Usage

Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple. Opt for 'Don't Send' to keep your information private.



### 14 Set up complete

Congratulations! You have now worked your way through the entire set-up process. A screen will confirm the process is complete, so what are you waiting for? Tap on the 'Get Started' button!



### 15 Start using your iPad

You'll be presented with your home screen, so start tapping on icons to launch apps and find your way around, experimenting with the gestures needed to operate your new device.



## Manage Settings to suit your needs

The Settings app is the epicentre of your iPad. Here you can customise everything from how apps work to the look and feel of the display

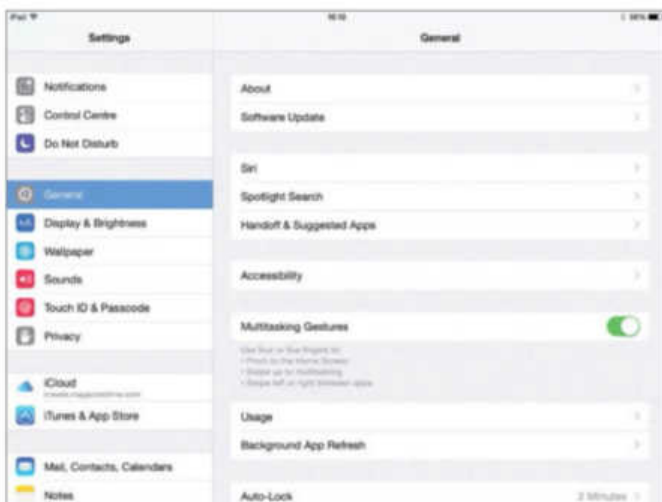


On the first page of the iPad screen you will see an application called **Settings** with an icon that looks like a cog in a machine. And this is an apt metaphor for the application and its role in helping you design your user experience. This controls how your iPad works, allows individual apps to be configured and sets the look and feel of the screens. This is essentially where you can make all the simple touches that will personalise your device and make it truly 'yours'. With it, you can also enforce security facilities, log on to Wi-Fi networks, save battery power, add signatures to emails, configure the web browser Safari to use specific search engines and much, much more. It is perhaps the most important app on your iPad. Learn what it has to offer and how you can change or configure things, and you will be able to take control of the iPad to make it work the way you want it to.

In this tutorial we are going to help you navigate the app and introduce you to some of the key features within Settings – the ones that you may want to check out straight away to get yourself acquainted to the system. More specific tutorials will follow to show you functions in more depth, but for now, let's delve into the nerve centre of this incredible piece of kit.

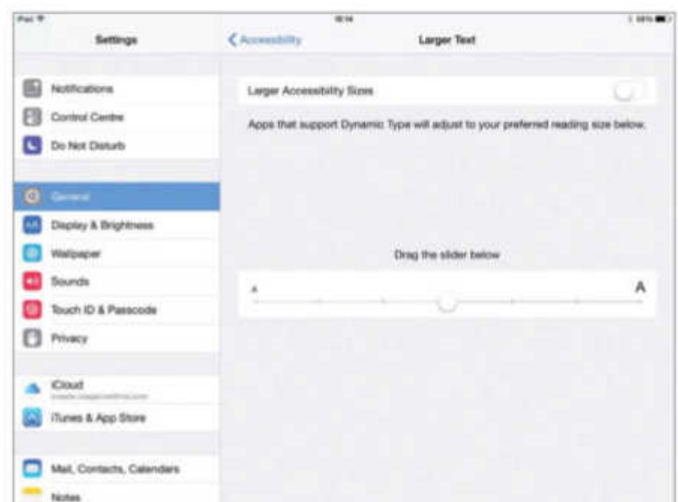
“Learn what the Settings has to offer and make the iPad work the way you want it to”

## Settings *Work your way around the iPad control system*



### 01 Go to Settings

Turn your iPad on and slide the bar across to unlock it. On the very first screen is the Settings app. Tap once on it to launch. There are a great number of parameters but you'll find a lot of useful things to tweak in the General section. If this isn't automatically selected, tap on it now.



### 02 Tweak general settings

Within the General settings you can set up Siri, adjust the text size, make your device easier to use if you have an impairment, determine the function of the side switch and set a passcode lock on your device (if you didn't do it during the initial setup process).

# The Settings menu laid out in full

Work your way around this user-friendly settings menu

## Wireless updates

Ever since iOS 7 you no longer need to connect your iPad to a computer in order to update the system software. Just choose Software Update to get the latest iOS (if available) beamed directly to your device

## Master the options

The Settings app controls lots of different features of the iPad, which are all available simply by tapping on the entry for each one and making the changes required. Some of the most useful include using a graphic equaliser with your music, different fonts with Notes and selecting from Google, Yahoo! or Bing as your default search engine in Safari. To set the music preference, tap on the Music entry, then select EQ and you can choose from a range of music styles and boost or reduce the base and optimise for speech.

## About your iPad

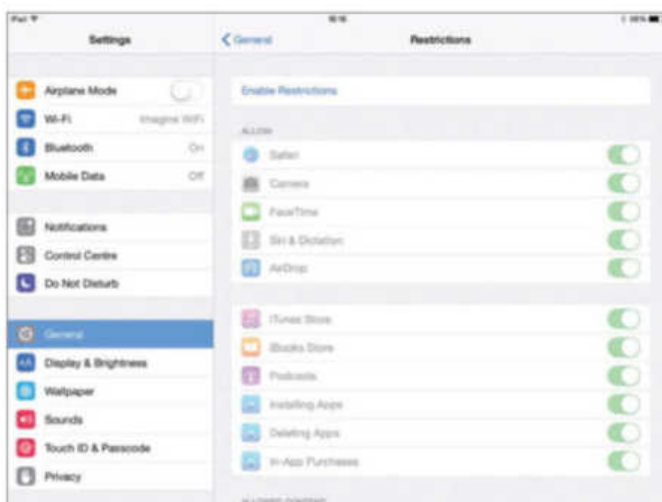
Tapping on the About section will list all of your device's contents – including songs, videos, photos. Divulge the storage capacity and how much space is free and more

## Multitasking Gestures

Here you can turn on or off multitasking gestures, which allow you to use certain swipes of your fingers, such as swipe up, left, right or pinch with four or five fingers, to control your iPad

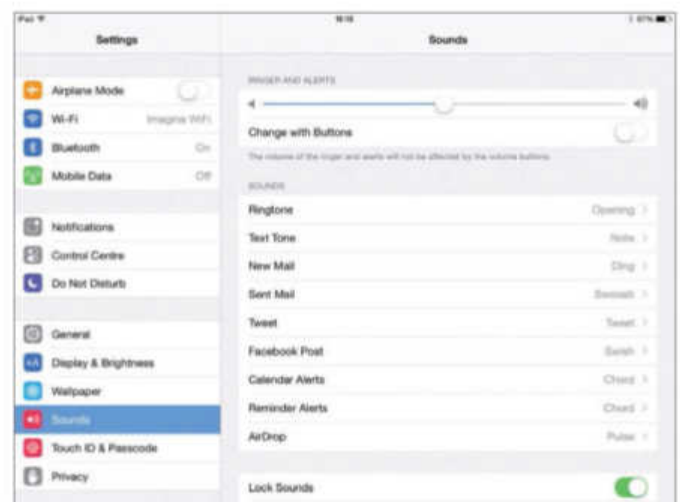
## Lock settings

Use Auto-Lock to decide how long you want the iPad to wait for inactivity before it locks, and use Passcode Lock if you want to set a password for when you turn on your iPad



## 03 Enable Restrictions

The General section also has one of the most important settings options, especially if you let your kids play with the iPad. Here you can turn off in-app purchases, access to iTunes and much more. Just tap Enable Restrictions and you are prompted to set a passcode. Make it memorable.



## 04 Explore the Settings

The layout of the Settings screen has been changed slightly in recent updates. As such some settings, such as Sound, which were once part of other sections now have their own standout section that's accessible from the list on the left. Explore this list to fully get to grips with your device and what it can do.



## Set up a Wi-Fi connection

To make the most of your iPad, you'll want to connect to Wi-Fi and get online. Here's how to do it. . .



**For all the iPad's uses and versatility, it doesn't really come into its own until you have Wi-Fi access.** Sure you can play games, write documents and take photos, but you can't do the really big stuff if you don't have wireless internet access.

Internet access turns your iPad from an impressive piece of expensive kit into something that opens up worlds. This is in part due to the magnificence that is the App Store, a virtual store that gives you access to literally thousands

of different applications, ranging from popular games like *Angry Birds* and *Real Racing* to GPS devices, interactive encyclopaedias, word processing apps and much, much more.

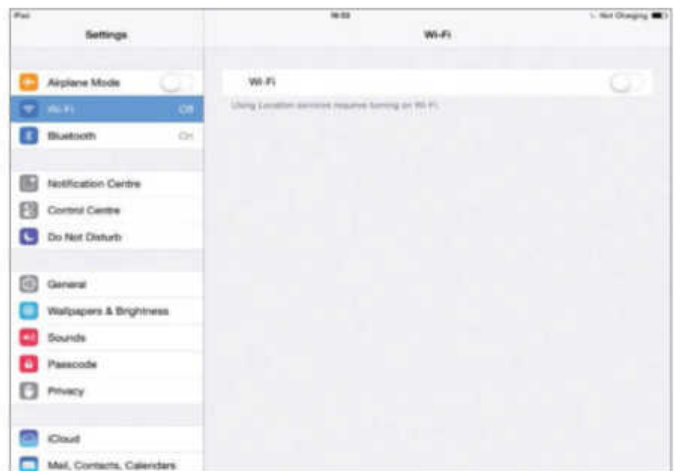
Your iPad is a portal to a host of fantastic services, but first you need to give it access to the Internet – only then do your options become plentiful. Follow our simple instructions in this easy-to-follow tutorial and unleash the potential of Apple's powerful device. You won't regret it.

### Settings *Switch on Wi-Fi*



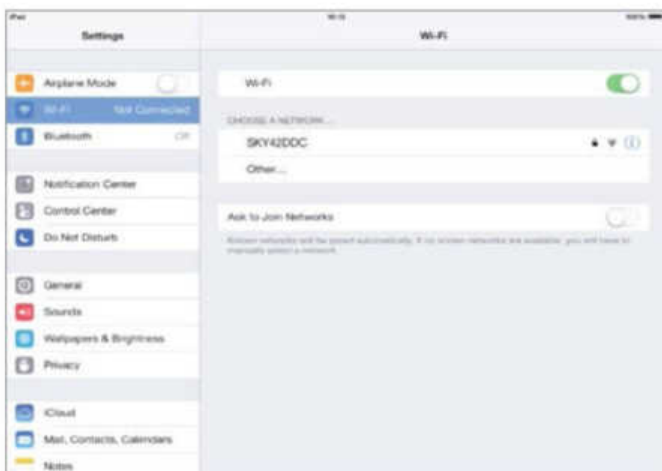
#### 01 Getting started

Take a look through the various home screens on your iPad and find the Settings icon – it's silver in colour with some cog illustrations.



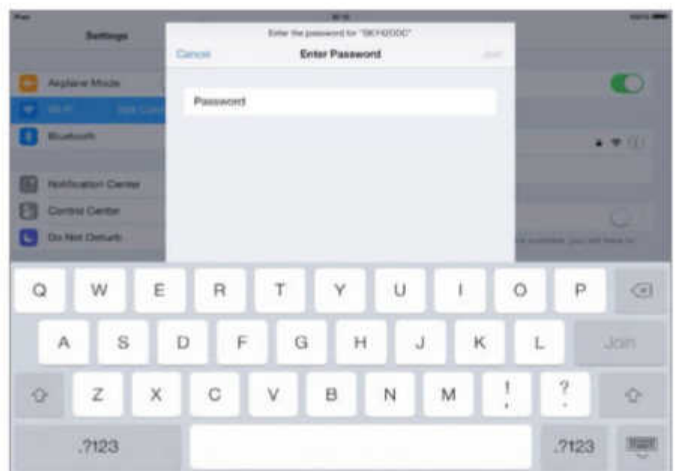
#### 02 Locate Wi-Fi

After entering Settings, the second option down is Wi-Fi. Tap on it and then turn Wi-Fi on by sliding the button.



#### 03 Find your connection

Your iPad will now start looking for available connection points. Ignore 'Ask to Join Networks' at the bottom and simply tap on your connection.



#### 04 The final hurdle

You are now ready to enter your Wi-Fi password. Fill in your details on the keyboard. Once filled in, select Join and you're done.

# Connect to a Bluetooth device

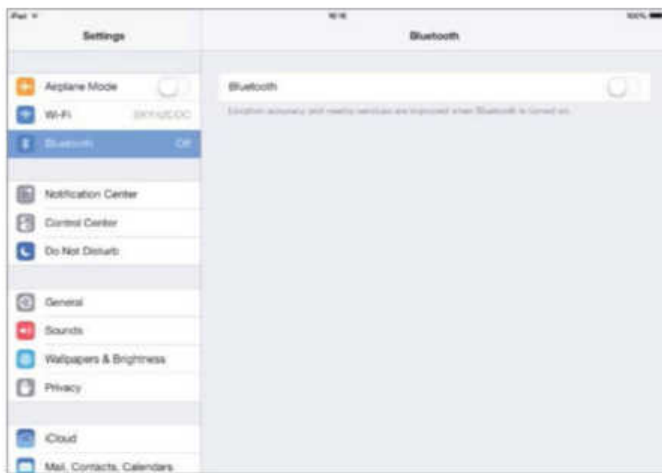
Manage your iPad Bluetooth connectivity in just a few taps



If you've ever wanted to hook up a wireless speaker, keyboard or even remote control to your iPad, it's probably connecting via **Bluetooth**. Bluetooth is an incredibly universal technology that allows different devices to connect to each other wirelessly. It might've started off as a bit of a battery-hog with a low range but, over the years, each Bluetooth standard has brought with it a larger distance over which devices can be connected and far better power efficiency.

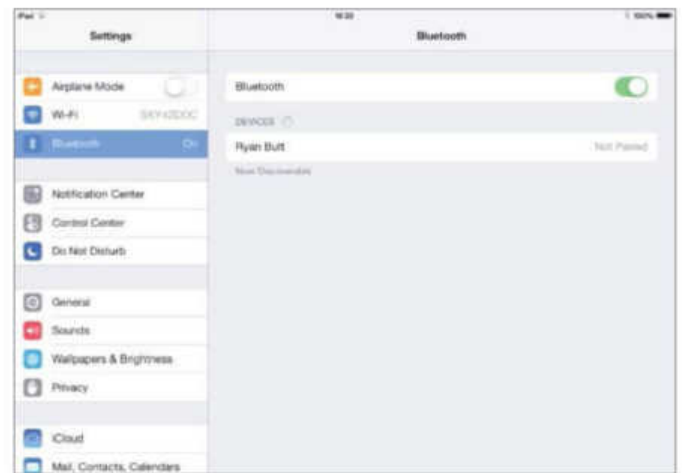
Managing Bluetooth connections on your iPad is easy as they're all contained within a single settings menu. What's more, the process for setting up and disconnecting Bluetooth devices is exactly the same, no matter what you're working with. The only difference you might come across is when some devices request a passcode to connect. This keeps them secure and stops unauthorised access. Generally speaking, these passcodes are contained within the device's instruction manual and, once you've cracked that, you'll be connected.

## Settings Manage your iPad Bluetooth connections



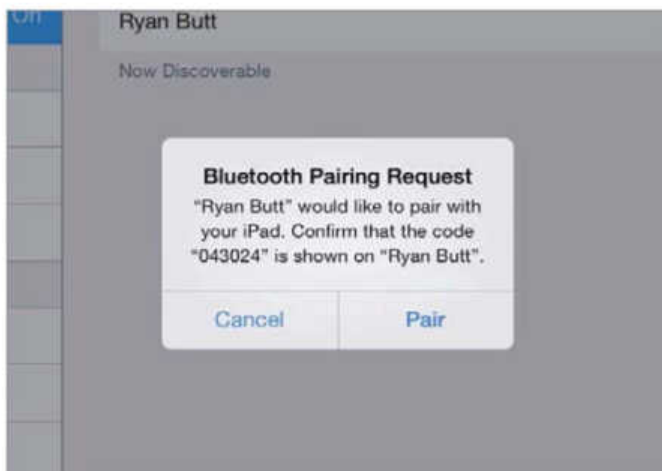
### 01 Find your settings

In your iPad's Settings app, tap on the Bluetooth tab in the sidebar to view the available Bluetooth devices nearby. Turn your Bluetooth on.



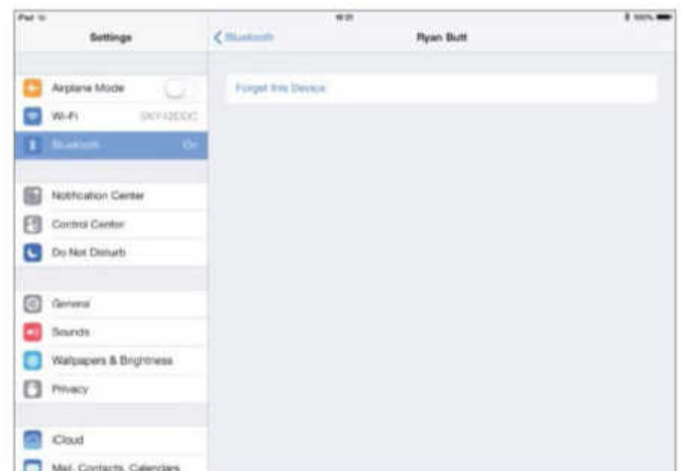
### 02 Select to connect

Once you've decided on the device you want to connect to, tap on its name as it appears on your iPad's screen. Your iPad will then start connecting.



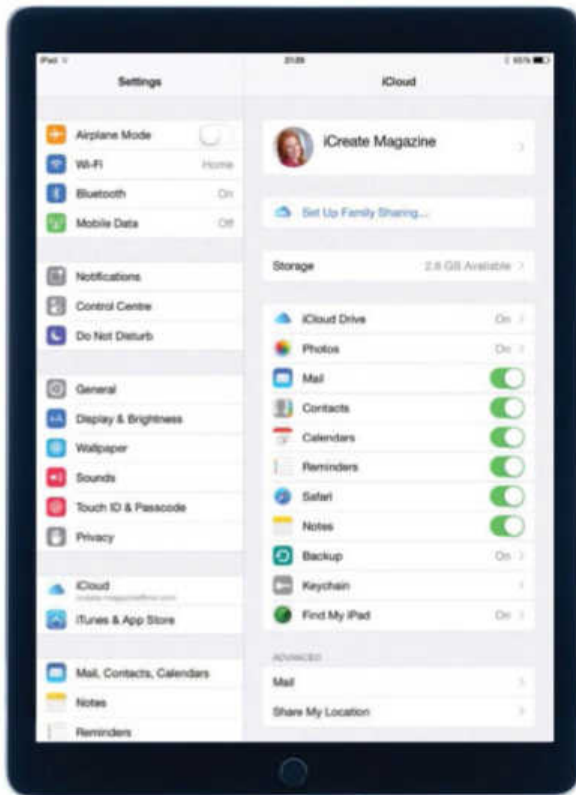
### 03 Pairing codes

As a security measure, you may be asked to confirm that a numerical code is correct on each device. Once you've done this tap Pair to continue.



### 04 Forget it

To stop a Bluetooth device from pairing when it's in the vicinity of your iPad, tap the triangle next to its name then hit the Forget this Device button.



## Set up iCloud and start syncing

All of your documents can be moved wirelessly from device to device without you having to lift a finger



With iOS 5 came iCloud, a service from Apple that is so much more than just a hard drive in the sky and has transformed how our remote devices can be integrated into our lives. Free to all iOS users, iCloud automatically and securely stores your content so that it's always available on your iPad, iPhone, Mac... whatever Apple device you're using. Through iCloud you can get full access to your music, apps, photos and documents, and it also wirelessly syncs all your emails, contacts and calendars to keep them up-to-date across all of your devices.

When you sign up for iCloud you get 5 GB of free storage, which is more than enough for personal use because all your apps, books and movies that are pushed to all your devices don't count against your free storage. And seeing as your mail, documents, account info, settings and other app data don't use up much space, you'll find that your free quota actually goes quite a long way.

With your iPad, you can set up an iCloud account for free and start syncing data between all your devices instantly. These easy steps will show you how to get up an running right away.

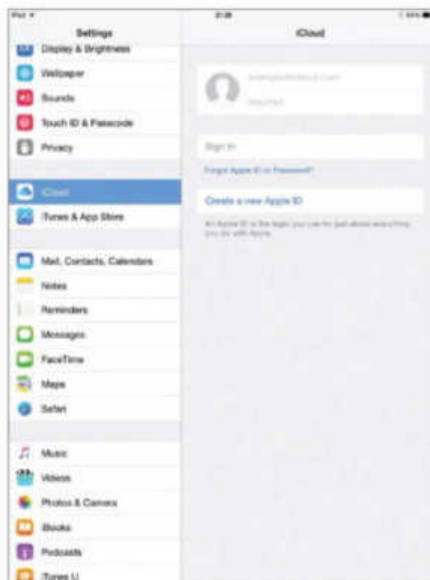
*"When you sign up for iCloud you automatically get 5 GB of free storage"*

### iCloud Setting up your personal iCloud



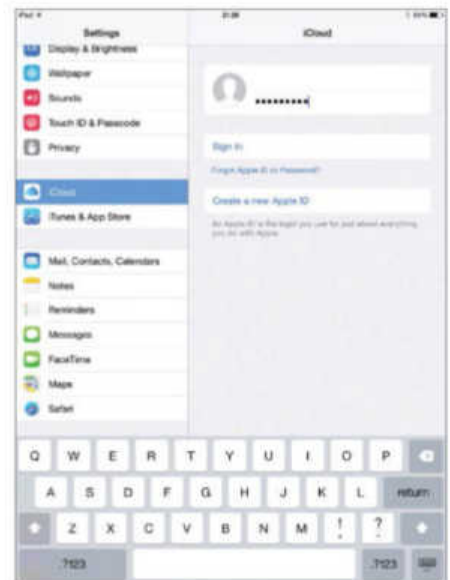
#### 01 Update your iOS

iCloud comes as part of iOS 8 and later, so either connect your iPad to your computer or open Settings>General>Software Update and ensure you're running the latest iOS software.



#### 02 Find iCloud

There is very little tinkering to do to set up your iCloud. Still in the Settings app, tap the iCloud icon in the left-hand sidebar to access the options that you need.



#### 03 Sign in

To activate your iCloud account you will need to log in using your Apple ID, which uses the same email address and password that you use for your other services, such as iTunes and the App Store.

## Your iCloud Settings

Activating your free iCloud account is simple and easy to manage

### Compatible apps

iCloud is integrated into a host of default Apple apps and works behind the scenes to make sure everything is synced across all devices

### Sign Out

If you are upgrading your device and wish to disassociate your current iPad with an iCloud account, simply tap on Sign Out

### Your account

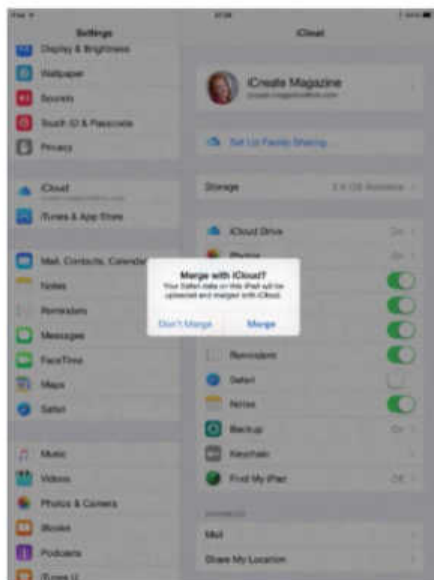
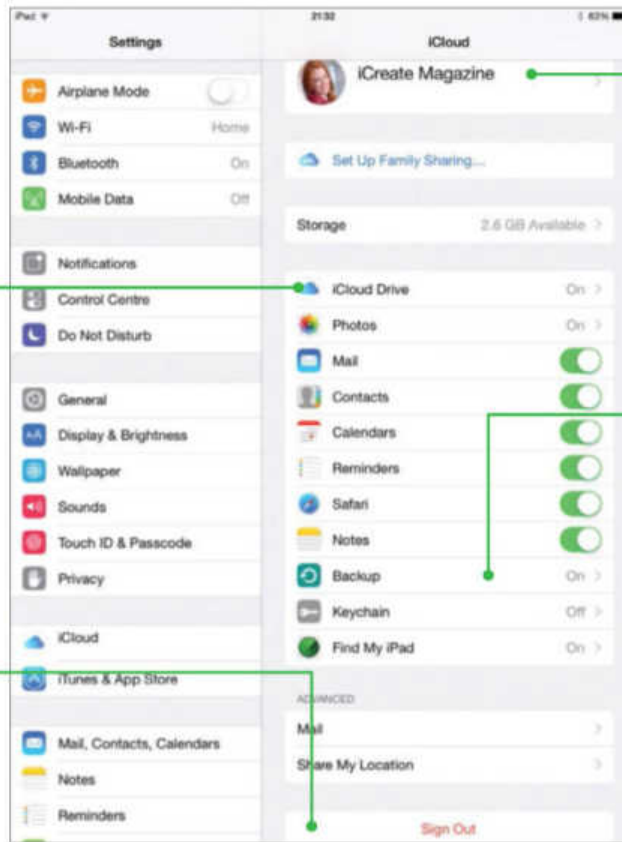
Your free iCloud is activated when you enter your Apple ID. This is the same email address and password that you use for other Apple services, like iTunes

### Backup

You can select the option to automatically back up your iPad to iCloud when it's connected to power – this is a great option for keeping your files safe

### Family Sharing

Family Sharing is a feature that was introduced in iOS 8. Switch this on and you can add family members to your account so that everyone uses the same card to make purchases. The feature also lets you download all the content other family members have purchased. That means that if you have kids you can keep an eye on their spending and approve their purchases individually on your iPad.



### 04 Merge data

If you've already set up an iCloud account on another device, you will be asked if you'd like to merge data, such as calendars, with the data that exists on the iCloud.



### 05 Start syncing

Select which of the apps utilise the service, such as Mail, Contacts, Calendar, Reminders, Safari Bookmarks, Notes, Photo Stream and Documents & Data. Move the sliders to activate the apps.



### 06 Automatic downloads

To get more from iCloud, click on the iTunes & App Store section in Settings and then turn on Automatic Downloads for all the options to download new purchases from other devices.



## Back up your iPad using iCloud

With iCloud you can back up all of your important iPad data to your own virtual hard drive



**Your iPad is like a bank vault where all kinds of important stuff is stored.** So what happens

if it gets lost or goes awry? Nothing, that's what. Thanks to iCloud, all of your data is automatically backed up and kept safely in your own cloud storage space so it will never be lost. What this means is that when your iPad is connected to a power source and a Wi-Fi network, all of your media, photos, videos, settings, app data and messages are backed up.

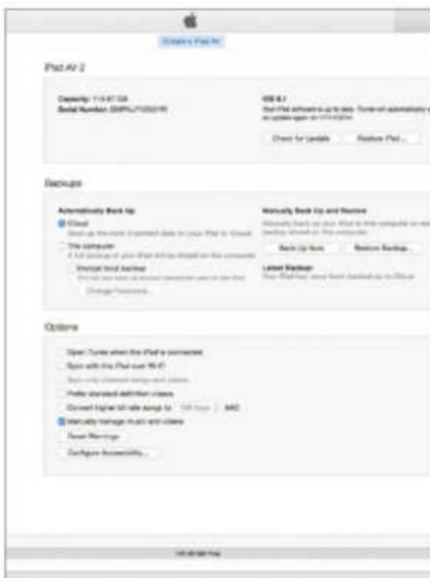
When you set up a new iOS device or need to restore the information on the one you already have, iCloud Backup does

all the heavy lifting. All you have to do is ensure that your device is connected to Wi-Fi, enter your Apple ID and all of your important data will sync between your other Apple devices so that it appears instantly on them all without you having to worry about a thing.

As you will have read elsewhere in this book, the benefits of using iCloud are vast, and the way in which it goes about its business in the background without you having to conduct any manual processes is just another prime example of how Apple is striving to make your life easier. Here we show you how to do your first back up.

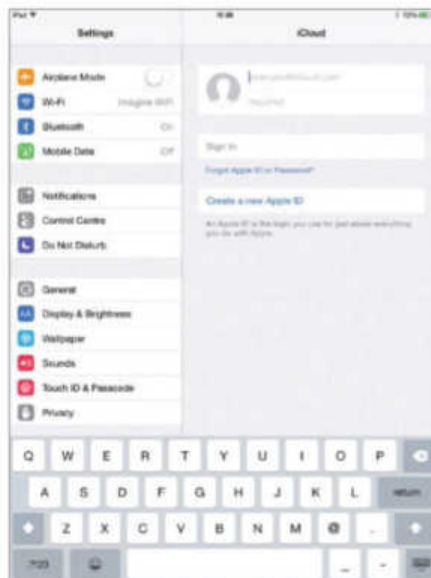
*"Another prime example of how Apple is striving to make your life easier"*

iCloud *Activate iCloud and back up your data*



### 01 Update your iOS

If you don't have the latest version of iOS, connect your device to your computer through iTunes and check to ensure you have the latest free software update installed on your device.



### 02 Launch Settings

From your iPad's home screen, launch your Settings app and, in the left-hand column, you will see a new category called iCloud. Tap on this and then enter your Apple ID and password.



### 03 Set up

Once your personal iCloud account has been set up and you have selected which of your apps you would like to sync, tap on Backup at the bottom of the list to initiate the process.



## Back up data with iCloud

Once activated, your iCloud will begin backing up your stuff automatically

### Instant backup

You can initiate a back up of your data manually by tapping the Backup Now option. Do this if you change your settings or download new media

### Progress bar

When your device is backing up, a progress bar will appear that shows how far along the process it is. You can cancel the backup at any time

### Backup

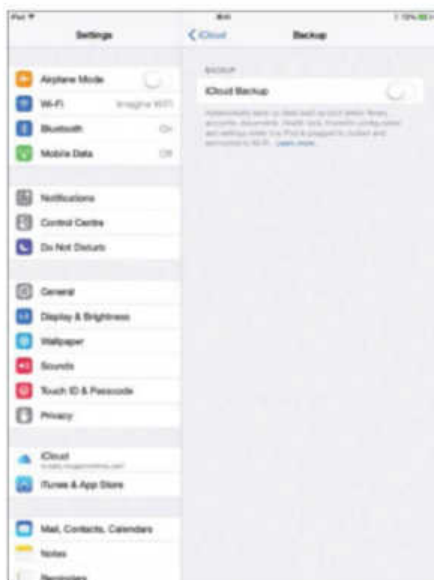
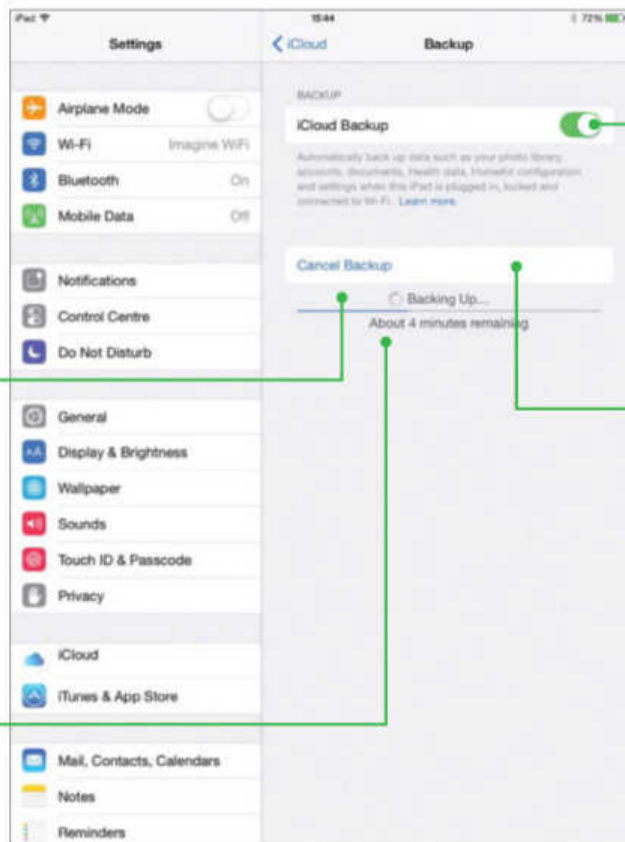
When the iCloud Backup option is turned on, all settings, documents, media and photos will be automatically backed up when your device is connected to a power supply and Wi-Fi

### Cancel backup

If you wish to stop your iPad backing up, simply tap Cancel Backup, though doing so will leave your backup incomplete

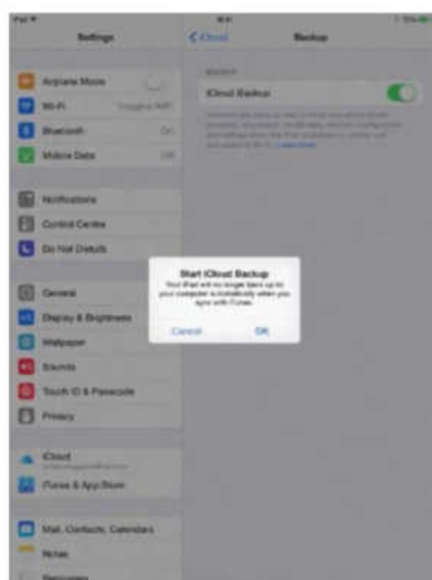
### Manage your storage

By tapping on the Storage & Backup option in the iCloud Settings screen and going to Manage Storage, you'll be able to see exactly how your iCloud is used with individual breakdowns of how much of your free 5 GB of space your apps use. If you find that you need to purchase more space, you can do so through this screen.



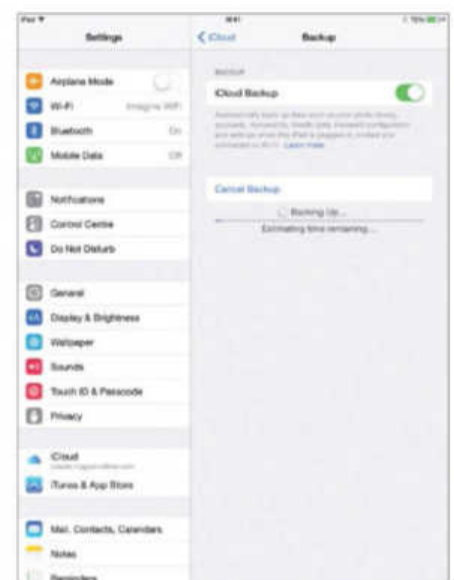
### 04 Turn on Backup

On this screen you will be able to monitor and manage your iCloud storage space, but more importantly you will see an option called iCloud Backup. Ensure that the slider is moved to On.



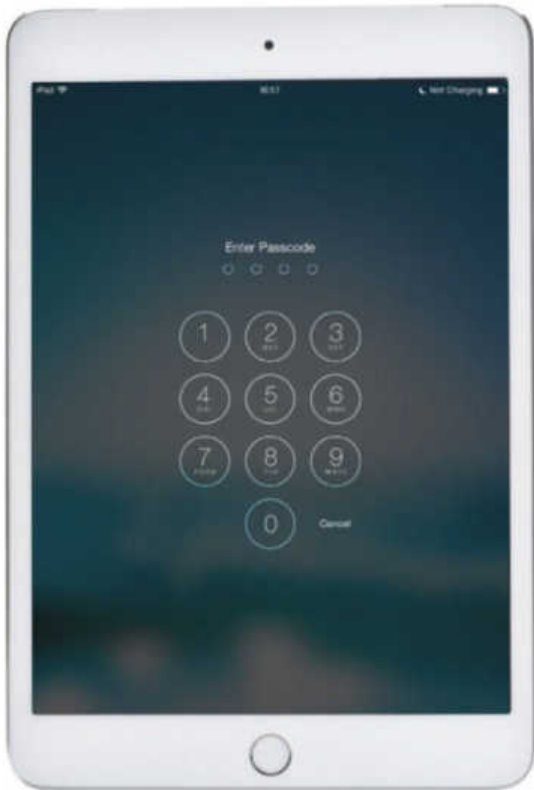
### 05 Wait for the activation

You'll be presented with a message saying that your iPad will no longer sync to iTunes when connected to your computer. Tap OK and wait for a minute while the Backup feature is activated.



### 06 Start backing up

Your iPad will now back up when connected to a power source and a Wi-Fi network, but you can perform the backup whenever you want by accessing this screen and tapping Backup Now.



## Set up Passcode Lock

Protect your iPad from prying eyes by setting a passcode to ensure that only you have access to everything



These days, people can store a lot of sensitive data on their tablets, whether it's log-in details for online accounts, private messages, or documents that only you are meant to see. If someone could gain access to your iPad, there may be a lot that you wouldn't want anyone to see.

Of course, this applies on a more basic level, too. You may have friends who think it's funny to send messages to people from your iPad when you leave it unattended for a few minutes. Thankfully, Apple's iOS offers a very simple way for you to keep your device secure. By setting a passcode, you can ensure there is at least some of protection for the contents of your iPad.

Working just like a PIN, you can set a passcode that only you know, and every time you turn your iPad on or unlock it, you'll have to enter this code before gaining access to everything within it.

Choosing a code that you'll remember is imperative, but there are a range of settings that will allow you to personalise your security to the level you desire. From selecting the option to use a more complex password, to erasing data upon a number of incorrect entries, you can tailor how you want the Passcode Lock to work for you. No longer will you need to worry about your iPad's data falling into the wrong hands, or friends updating your Facebook status to something untoward...

*"Thankfully, Apple's iOS offers a very simple way for you to keep your device secure"*

### Settings Turn on Passcode Lock



#### 01 Through Settings

From the home screen, select the Settings icon. On the left-hand menu in the latest version of iOS you'll find a Passcode option. Tap here to reveal the settings options.



#### 02 Passcode Lock

Within the Passcode setting, you'll see this display of options. Currently there is no passcode set on this iPad. In order to change this, tap the Turn Passcode On option.



#### 03 Enter a code

You will be asked to enter a four-digit passcode. Make sure to choose something you'll remember, but nothing too obvious that people will guess. Re-enter the code to confirm when asked.



## Boost your iPad security

Become acquainted with passcode options

### Make a change

If you keep forgetting your passcode or if you think someone else might know it, you can change it at any time

### Touch ID

If you have one of the latest iPad models, you can use the Touch ID fingerprint sensor that's included in the hardware to securely unlock your iPad. You can add up to five fingerprints and pick to enable their use when making App Store purchases

### Turn it off

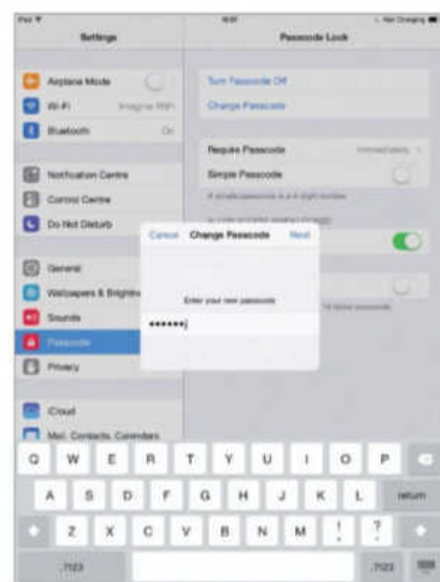
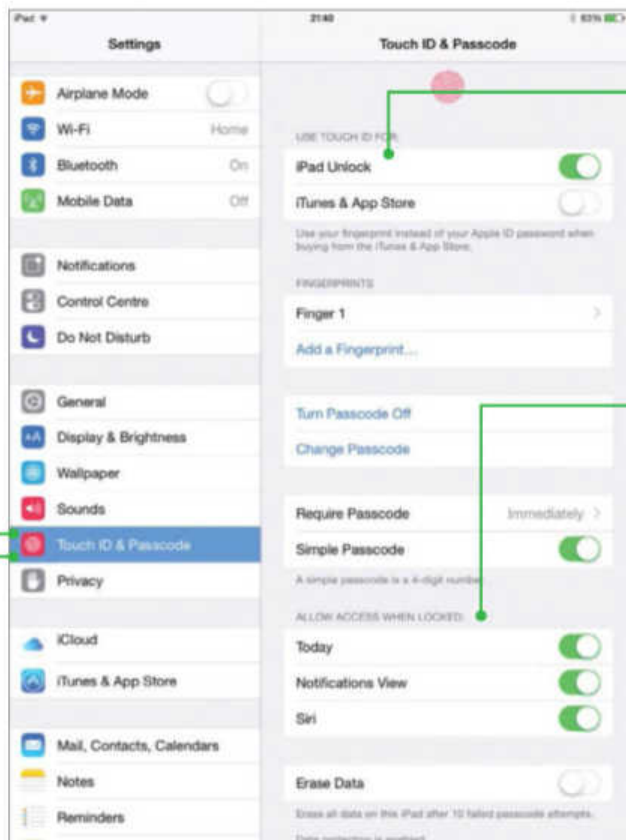
Once you've set a passcode, if you find it a chore to repeatedly keep entering your four digits, you can choose to turn the passcode off

### Lock screen access

Here you can select which options are available when your iPad is locked. If you want the ultimate security, switch off Notifications and Siri so only you can access their functions

### Erasing data

Within the Touch ID & Passcode page, you'll find the Erase Data option. If you're concerned about losing your iPad or have very sensitive data that you don't want falling into the wrong hands, drag this slider to On. Now if a passcode is incorrectly guessed ten times in a row, your device will be wiped.



### 04 Extra options

Once you've set your passcode, you'll notice that a number of extra options are now available. You can turn the passcode off or change the numbers if you so wish.

### 05 Set the requirement

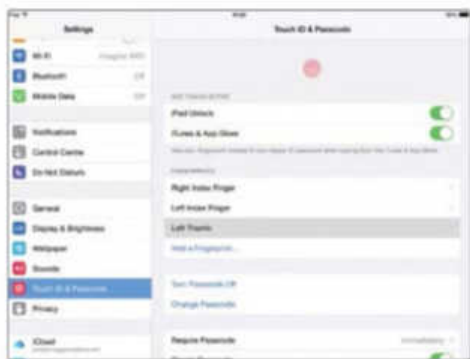
By tapping the Require Passcode option you can determine how long after you lock your iPad that you need to enter the passcode. Shorter periods of time are safer.

### 06 More complex

If you're not happy with a four-digit passcode, move the slider on the Simple Passcode option to off. You can then set a longer passcode made up of letters, numbers and special characters.

## Customise Touch ID settings

Add and rename extra fingerprints to keep your iPad as secure as possible



Now that Touch ID is available on the latest iPads, it's easier than ever before to secure your device against potential thieves and mischievous friends who you don't want accessing your information. The best news of all is that it's just so easy to set up. You're prompted to add a fingerprint when you first activate your device, but you can add up to five individual prints if you want to make unlocking your device more natural. And for even greater security, you can then add a complex passcode made up of numbers and letters on top of your prints to make it even harder for people to break into your device. Read on to get all our security tips so you can rest easy knowing that nobody unwanted is going to be able to gain access to your personal files.

"For even greater security, you can add a passcode made up of numbers and letters on top of your prints"

## Control your Touch ID settings

Decide exactly how and when it is used

### Erase iPad

At the bottom of the Touch ID & Passcode menu is an Erase iPad option. By switching this on, your iPad will be erased if the incorrect passcode is entered ten times in a row. If you are concerned about thieves accessing your information, this isn't a bad idea, but bear in mind that anyone could enter random numbers ten times just to erase your iPad, which would be very annoying.

### Password settings

You can change settings for the passcode, including how often it is needed. If you wish, you can set it so that your iPad will remain unlocked for a few minutes after you lock it, rather than asking for a passcode again right off the bat

### Touch ID everywhere

You can use Touch ID to unlock your device, or to authenticate purchases through the App Store. Third-party apps can also use the sensor to make it easier to sign in, and Apple Pay users in America will need it set up to use the service

### Five fingers

You can add up to five fingers, but they could all theoretically be the same finger if you wished. It would hugely improve the scanning accuracy for that single finger, but you wouldn't be able to add any others

### Extra security

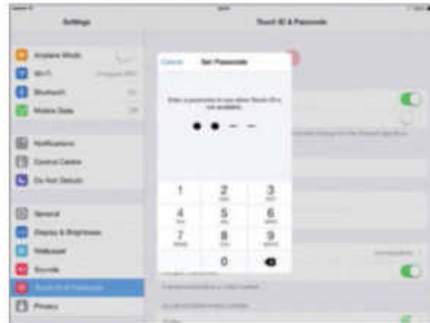
By default, access to features like the Today and Notifications views in Notification Centre, as well as access to Siri is allowed. For extra security, you can turn these options off so users can't see extra information

## Settings Customise Touch ID settings



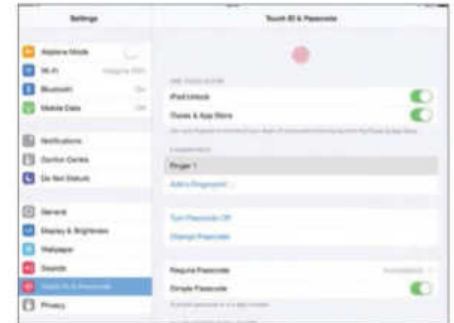
### 01 Switch it on

Open Settings, and select the Touch ID & Passcode option from the list. Switch on the option that says Use Touch ID for iPad unlock, and add a fingerprint when prompted.



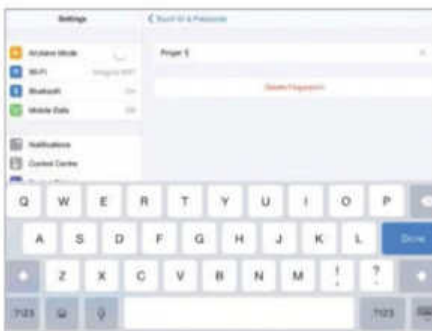
### 02 Add a code

You'll also have to add a security passcode; when you restart your iOS device, you will need to input the code the first time you unlock, rather than using the Touch ID.



### 03 Help it learn

When you touch the Touch ID sensor with a finger that your device has 'learned', it will be highlighted in the list. This actually helps it learn your print, so keep doing it!



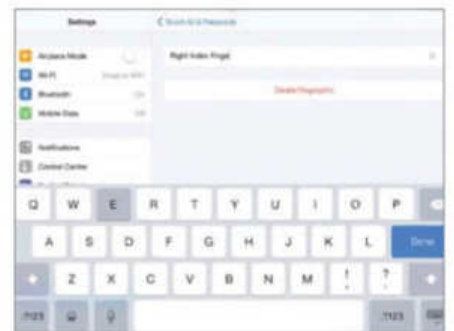
### 04 What's in a name?

Tap on the name of the fingerprint – by default 'Finger 1' or 'Finger 2' – and you'll be taken to this screen, where you can give each one a specific name to help you keep track.



### 05 Multiple fingers

You can add up to five fingers to the Touch ID section, so you can either add different fingers from your own hands, or fingers of different people if there are multiple users.



### 06 Add more names

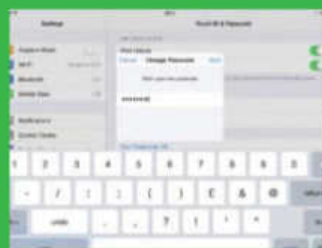
For each fingerprint, you can change the name so that you will always know which finger is which. This will make things easier if you ever need to remove a print.

## Add a complex number passcode



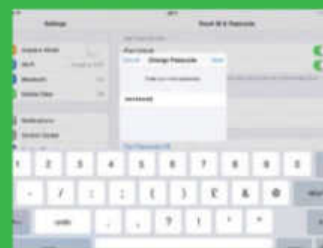
### Switch off simple

Scroll down in the Touch ID & Passcode section of Settings and you'll see an option called Simple Passcode. Switch this off and enter your current passcode to begin.



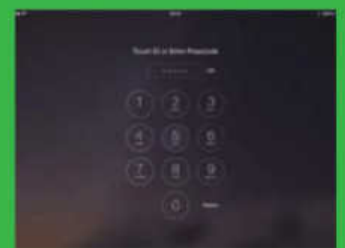
### Make it complicated

You can now type a passcode of any length that includes letters and numbers – this is much more secure than a standard passcode, but will take longer to enter.



### Numbers only

If you switch to the numbers keyboard and only enter numbers as your complex passcode, the unlock screen will only show the number pad, rather than a full keyboard.



### Type to unlock

This will allow you to unlock your device more quickly, as you should be able to do it with one hand. When you've typed in your long number, tap the OK button to unlock.

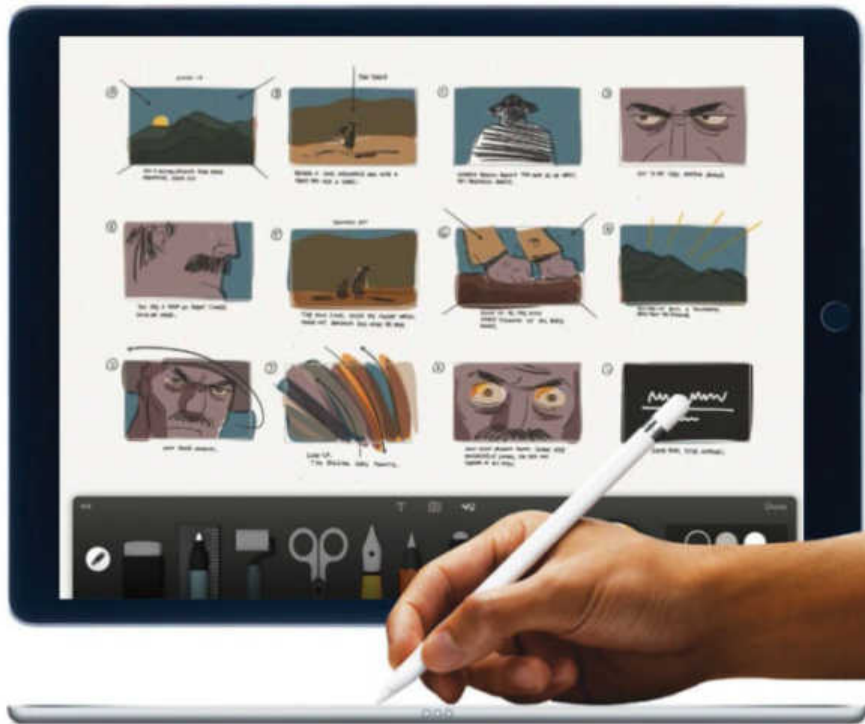
## Get to grips with Apple Pencil

A new official accessory for the iPad Pro, this stylus is perfect for creative users

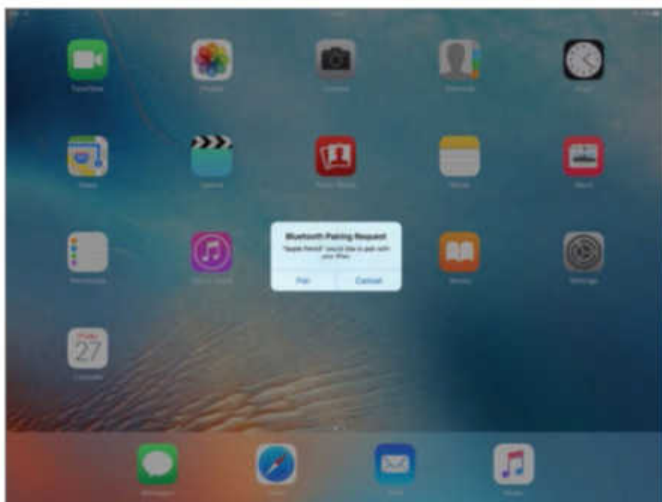


One of the headline features of the iPad Pro launch was the unveiling of the Apple Pencil, a stylus-like device that is set to revolutionise your creative workflow.

Of course the iPad Pro's gorgeous Retina display with 5.6 million pixels, is the perfect canvas for writing and sketching, and Apple Pencil will help you make the most of it. It's a separate purchase (£79/\$99) but that additional cost is well worth it. Its design mirrors a traditional pen in size, but it performs a variety of tasks that you haven't been able to do before. Writing (in the updated Notes app, for example) is as natural as can be on a digital device, while drawing in apps such as Procreate or Sketchbook Pro is as easy as can be. When you take off the Apple Pencil's magnetic cap you will find a Lightning connector that lets you charge it by simply plugging it into the iPad Pro. The port is long enough to charge even when the iPad is inside a Silicon Case. A single charge will give you 12 hours' worth of use, while there's also a super handy quick-charge ability that gives you 30 minutes of use from just 15 seconds' charge. It's all mightily impressive. Here's a brief rundown of how you can use Apple Pencil.

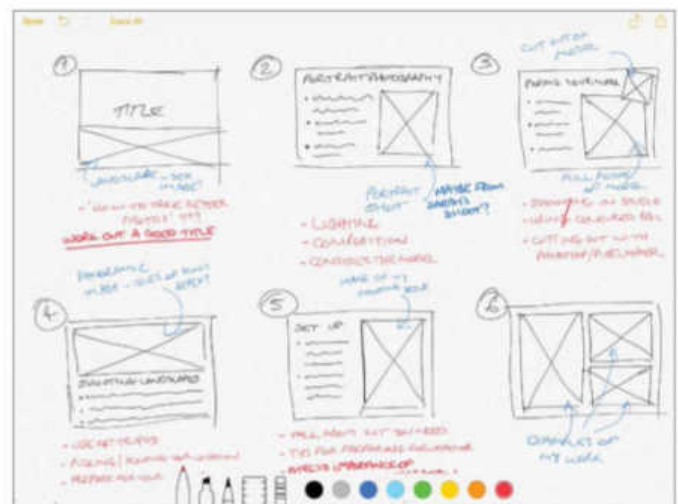


### Apple Pencil Master iPad Pro's new stylus



#### 01 Setting up

Setting up your Apple Pencil couldn't be simpler. There's no special pairing process like with other Bluetooth devices, you simply plug the Apple Pencil into your iPad Pro's Lightning port, tap Pair and it automatically works straight away.



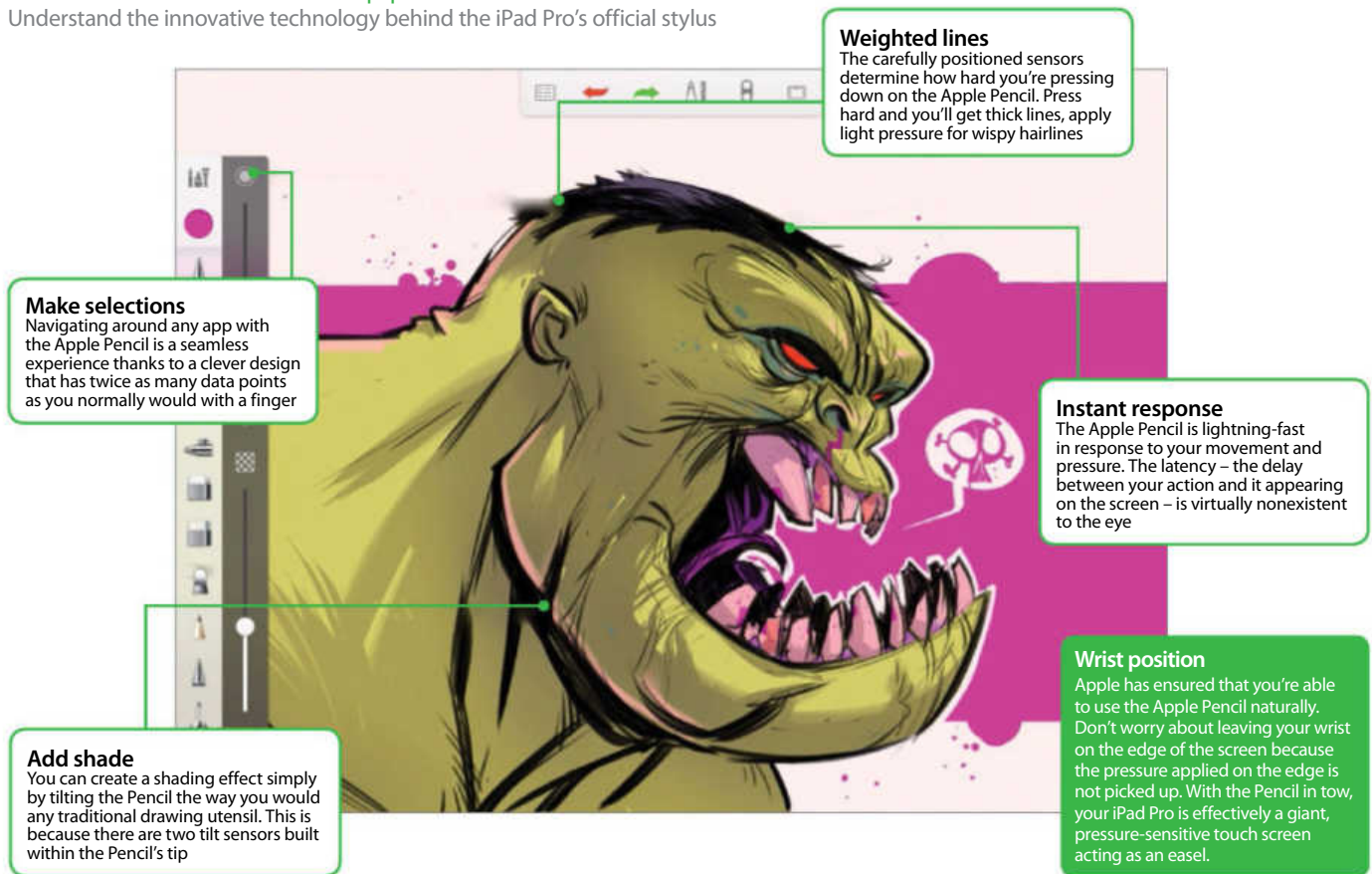
#### 02 Start sketching

There's so much you can do with the Apple Pencil, and writing will be one of the first things you'll try. Open the Notes app, for example, and experiment with all the different tools. Write as you would normally and see just how responsive the Apple Pencil is.



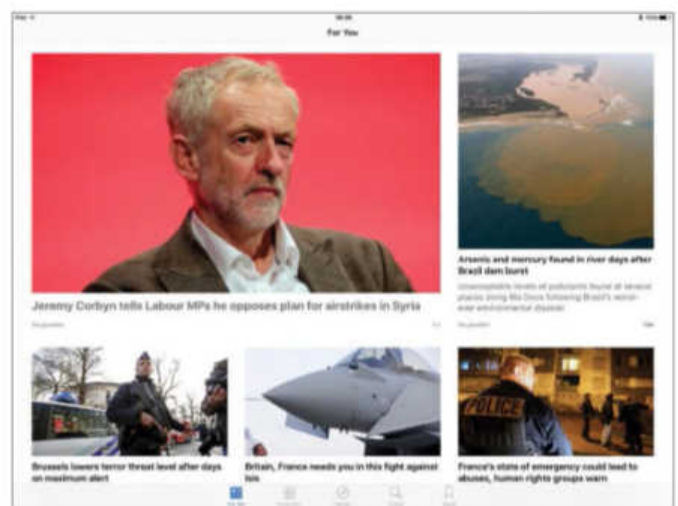
## Get accustomed to Apple Pencil

Understand the innovative technology behind the iPad Pro's official stylus



### 03 Get artistic

There is a sketching function in Notes, but you'll probably want to download a third-party app from the App Store in order to unlock some brilliant extra functionality. Artists are going to love how the Pencil works as an aide for sketching art.



### 04 General navigation

You can of course use the Apple Pencil as a traditional stylus in iOS, navigating around menus and selecting options with a straightforward tap on the screen. The Apple Pencil is also great for scrolling lists in social media apps or reading in your new News app.



## Take control of your privacy settings

Keep control of your privacy controls by monitoring what actions your iPad apps can and cannot perform



In today's age of digital information, personal details are often moved around at a moment's notice. Think about it: your iPad contains a gamut of personal information. What addresses do you have on your tablet? Do you use your iPad for personal banking online?

In general terms, you should always be sure to set up the Find My iPad app, which is supplied by Apple for free and knows what to do if your iPad is lost or stolen. But thanks to Apple's innovative privacy

features, there are other ways to monitor and control the security of data contained on your iPad. Apple now allows users to control which apps are able to gain access to specific data on their devices, which adds an extra level of security and peace of mind. This is especially beneficial for all those times when you're not exactly sure whether an app is using sensitive information or not. While it might be hard to believe your iPad will fall into the wrong hands, it's worth taking the time to configure these settings.

"Thanks to new features introduced recently, there are other ways to control the privacy of your data"

### Settings Secure your iPad's privacy



#### 01 Locate Settings

The Privacy settings can be found in Settings. Under this header are options for Location Services, Contacts, Calendars, Reminders, Photos, Bluetooth Sharing, Twitter and Facebook.



#### 02 Seeking permission

Navigating to each of the sections gives you a suitable list of apps that have requested access to various information on your device. You can enable or disable access via the toggle.



#### 03 Location Services

When you enter this area, you will be told which apps have requested your location. More than that, however, you will also be able to see which app has used location services recently.

## Finding yourself on the iPad

Keep an eye on the apps tracking your location so only trusted sources know where you are

### Privacy section

All of the issues relating to privacy on the iPad are stored within this section, which is accessible from your main Settings screen

### System apps

System apps like Camera, Maps and Siri will all need to know your location to function properly. These apps can be trusted, so don't worry about switching them on

### Your location

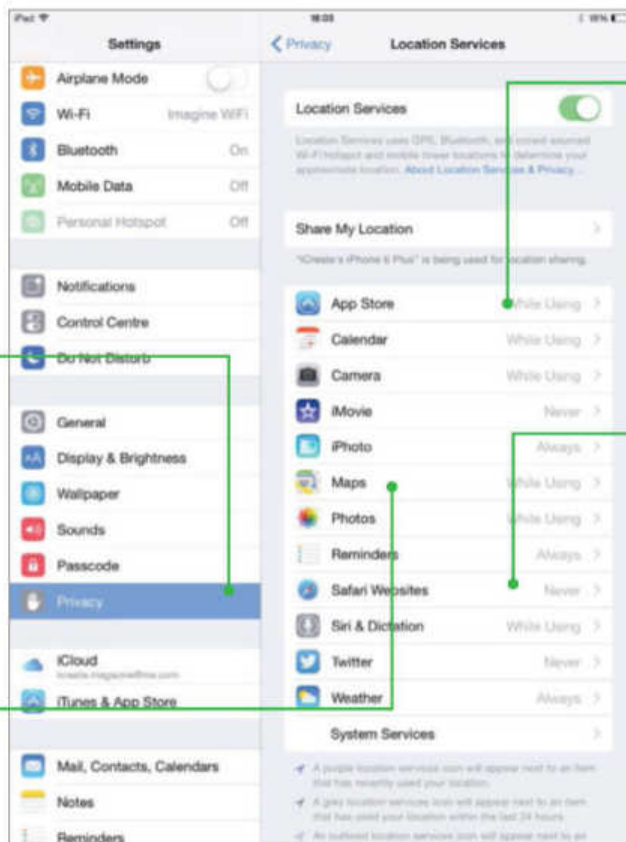
When an app has recently looked up your location, an arrow will show up next to its name. Grey arrows denote that an app has looked up your location in the last 24 hours

### System Services

This area contains options like compass calibration, time zone settings and location-based iAds. None are vital, unless you regularly use compass-based directions

### Battery life

It may be a good idea to disable Location Services for apps and system services that can be used without tracking your location in order to conserve battery life. Go to Settings and then Privacy, tap on Location Services and System Services.



## 04 System Services

In Location Services, you will find that you can enable or disable location services for System Services such as Diagnostics & Usage, Compass Calibration and much more.

## 05 Bluetooth privacy

Apps that want to share information via Bluetooth will appear here. These apps can share data even when you're not using them, so be careful to monitor this section occasionally.

## 06 Advertising

At the bottom of the main Privacy page is a section called Advertising. The new advertising identifier can be used to give you more control over advertisers' ability to use tracking methods.



## Change your iPad's wallpaper

Find out how to quickly customise the background of your iPad's home and lock screens



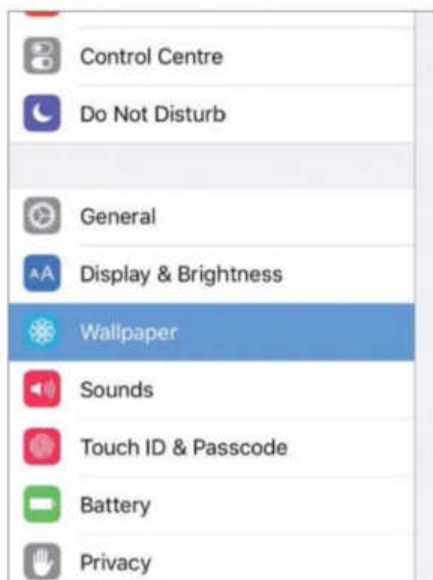
With the iPad, Apple enables users to change the image used as the background for the home screen and lock screen. This may seem like a trivial addition to the software set, but for Apple it's pretty big. It is a company that deals in absolutes and employs a closed system to prevent people from making the iOS environment look bad. So we're glad that we get to add a little individuality to distinguish between iPads. We're also pretty pleased that it's possible to have two different images set for the lock screen and home screen at the same time.

Making changes to the system is very simple; it works in a very similar way to the iPhone, only you can see much more of the action path that you take to get to a change in settings. This makes the system clearer and easier to use. Proficiency at this simple task should give you the courage to explore the settings further to get even more use from your iPad and make improvements to the way it works for you.

Whether it's an image from the iPad's supplied Wallpaper set or a photo from your album, follow this step-by-step tutorial to instantly customise your iPad and have it looking the way you want it to.

"We're glad that we get to add a little individuality to distinguish between iPads"

Settings [Change the wallpaper](#)



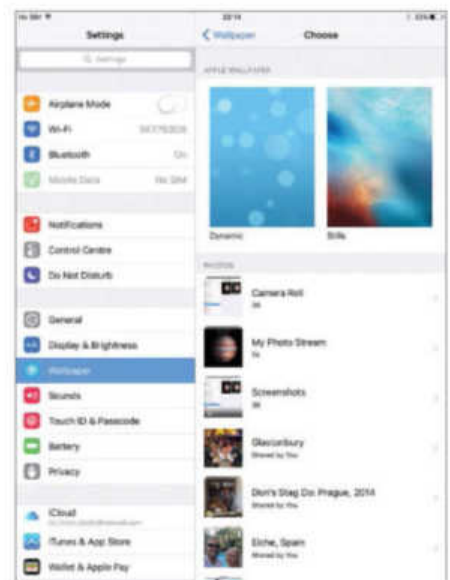
### 01 Cog tapper

Load the Settings by tapping its icon on your iPad's home screen. You will then be taken to the screen above. Tap on Wallpapers on the left-hand side, in the third block down.



### 02 Wallpaper

The screen will show you what you currently have selected. To change your background, simply tap on the Choose a New Wallpaper option. This will take you through to a new menu.



### 03 Options

You now have several options from which choose in order to get a suitable picture. Choose the album that you wish to pick from. Tap on that album to then bring up the contents.



## Customise your home screen

Making the most of all that screen real estate

### Simplicity

Apple always makes interfaces easy to use. There's no mass of dialogue and only really a couple of major options here, so it is easy to make changes

### Undo changes

Apple also makes it easy for you to change your mind and go back to the last action. In this case just hit the Cancel button

### Move around

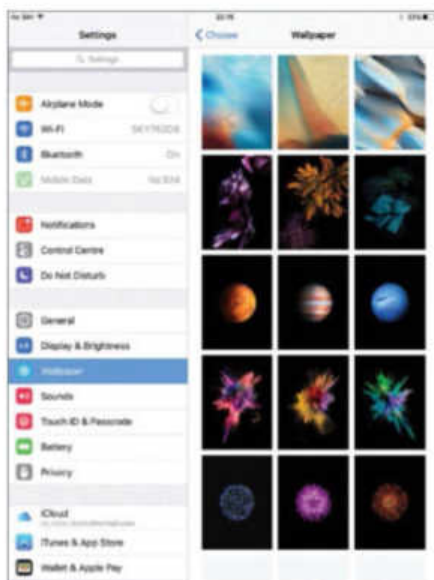
While positioning your picture you will be able to see just how responsive the iPad touch screen is. It's a testament to hardware and software unity

### Great resolution

The iPad screen has a fantastic 2048 x 1536 display at 264 pixels per inch (ppi) resolution, so having a cool image on your home and lock screen is a must

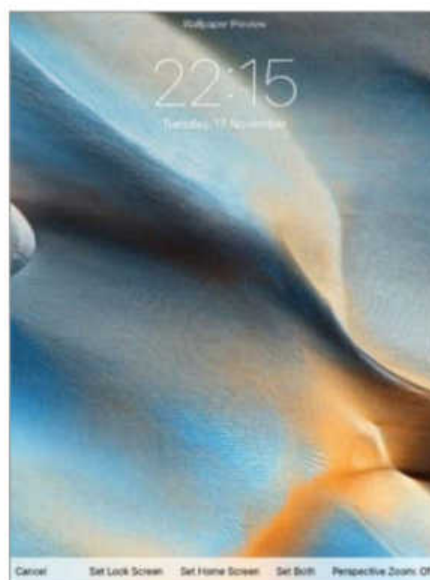
### Settings

The settings system on the iPad follows the same pathways as those on the iPhone, only instead of shunting the view to the left or right as options are chosen, you can see the result of your choice to the right of the static options list.



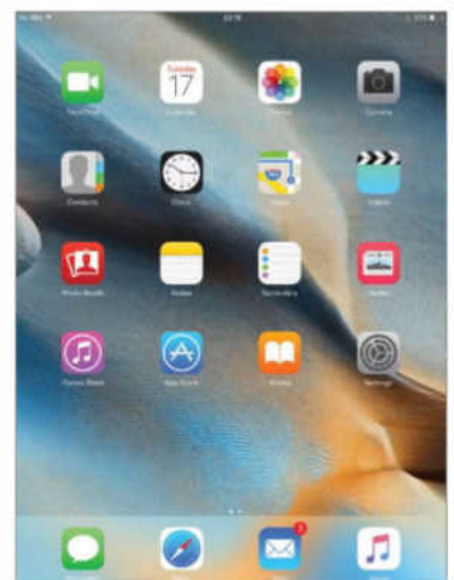
### 04 Preview

Once in the album of your choice, make your final selection and simply tap on that picture. You'll then be taken directly to a preview screen to see your selected image in full.



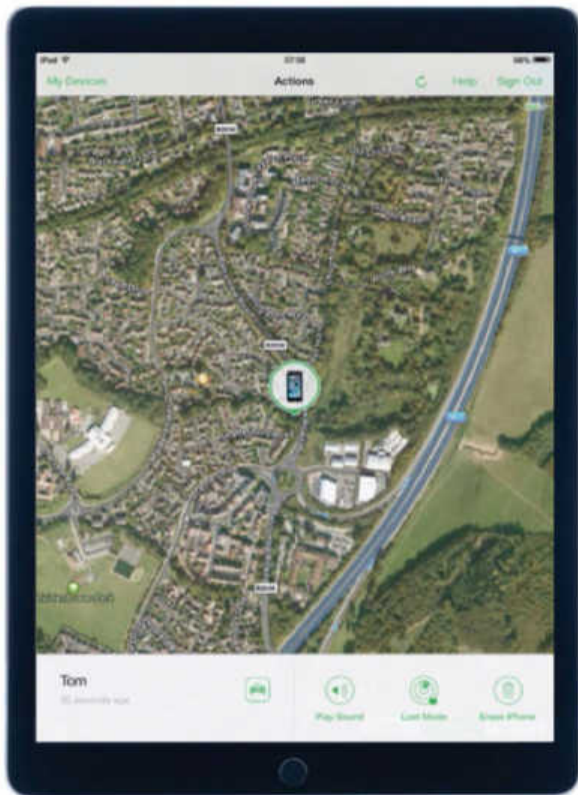
### 05 Top options

Use a pinch, reverse pinch and swipe to position the image and then pick from the options at the bottom of the screen: Set Lock Screen, Set Home Screen or Set Both.



### 06 Check it

Once you've tapped an option, you'll be taken back to the home screen where you can see your changes. Use the Sleep button if you wish to view the lock screen.



## Locate a misplaced iPad device

Keep all of your devices safe all the time and take action to render them impossible to use if they are stolen



**Find My iPhone is an app that can be used on any Apple device and, despite the name, it has been tweaked to take full advantage of the bigger iPad screen.** With this app you can quickly and accurately find any iPhone or iPad that signs in using the same Apple ID and which is currently connected to the internet. Location Services is used to pinpoint its exact location, at which point you can take different actions remotely.

Lost mode will lock the device completely and let you send a personalised message to the device lock screen, you can erase the device with a couple of taps

or you can continually play a loud sound. All of this is very useful in deterring theft, but just in case you should at the very least already have a passcode set up on your device to stop others from seeing your data. You should also not try to retrieve the device yourself for obvious reasons.

If your device is powered down or in an area where data coverage is not available, you will not be able to track it, but when turned on Find My iPhone should prove to be useful again. It can make all of the difference between finding your precious device and losing it forever, so now is time to understand exactly how it works.

*“Lost mode will lock the device completely and let you send a personalised message”*

Find My iPhone [Find devices from home](#)



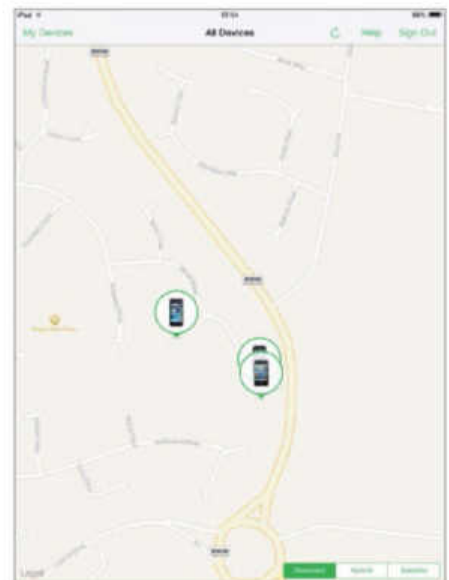
### 01 Sign in to App

Find and install Find My iPhone on the App Store and, when opened, you will be prompted to sign in with your Apple ID. Do this with each device your family owns that uses the same Apple ID.



### 02 A quick search

The iPad will start searching for devices that are connected to the internet. Initially, this could take some time, but in future searches they should appear very quickly within the main interface.



### 03 Here they are

As if by magic, your devices will appear on a real-time map within Find My iPhone. As the devices move, you will see this reflected on the map so you always know exactly where they are.

## Locate your iOS devices

Keep all of your precious devices safe all the time

### Every device covered

All of your devices should be set up with the Find My iPhone app just in case any of them gets lost or is ever stolen

### Time to travel

Tapping this icon will immediately open Apple Maps with a route pre-planned for you to travel to where the device currently is

### A perfectly tracked phone

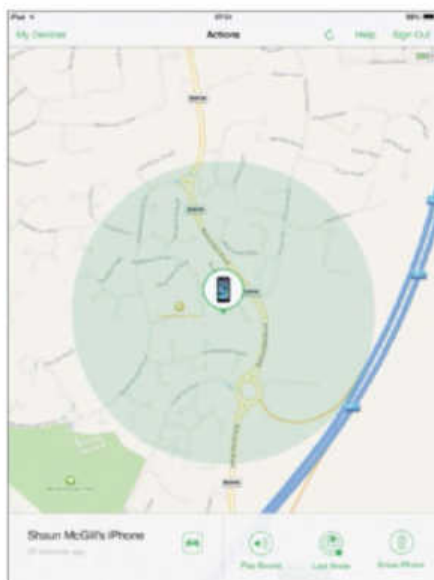
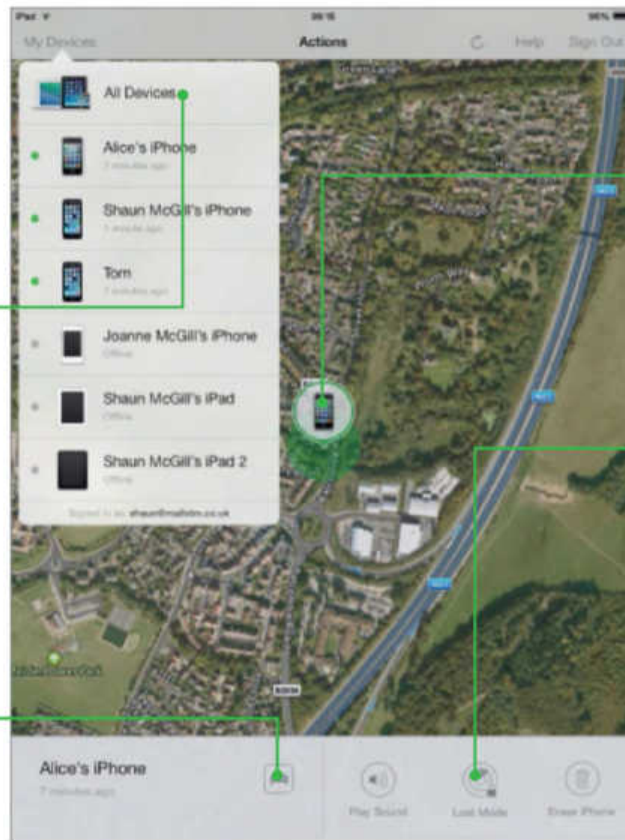
Each device will be shown on the map in its exact location any time it is connected. It is a highly accurate and useful solution

### Erase a device

If the iPad is stolen, you can put it into lost mode or erase it immediately. This will stop whoever has it from using it

### Use it at home

The Play Sound option at the bottom of the screen is very useful if you lose your iPad at home. Tap the icon and a loud sound will start to play which should be enough to help you find the device immediately. This is sure to come in very handy!



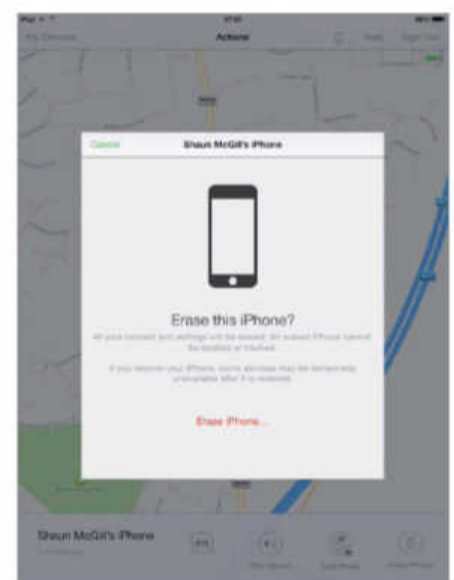
### 04 Choose a device

Tap on any device and a new menu will appear at the bottom of the screen. The name of the device will be shown and you can tap the car icon to receive directions to travel to it.



### 05 A handy list

When you tap My Devices at the top left-hand side of the screen, you will be able to see, and then select, all of your devices in one list. It also shows any devices that are not connected.




### 06 Take action

If your device has been stolen or you are concerned, you can put it in lost mode remotely or erase it immediately to stop others from seeing your personal information. It takes a couple of taps.



## Get to grips with multitasking

Multitasking is extremely easy to use and there are many useful features available using just a swipe and a tap

 Multitasking has been available on the iPad since the beginning, but recent changes mean that it is easier to use than ever before. Gone is the small strip of icons at the bottom of the screen when you double-tap the Home button, and in its place is a full-screen display that lets you move between apps with ease.

Each app is presented clearly thanks to the large screenshots that show the last position the app reached, and the app icons are displayed directly below each shot. You can swipe up on the main panel to close an app fully or tap it to open it immediately. This will help you leave tasks mid-flow to come back to later, when you will also be able to quickly assess the state of each task from a distance.

This may sound like a small change, but for a feature that you will likely use often, it really does make the daily process of navigating your iPad much quicker and more efficient when used often. Other enhancements have been added in the background which you will not see, but again they do add to the seamless nature of multitasking on an iPad running iOS 8 or higher.

It's time to show you how to use the feature so that you can benefit as well.



"You can swipe up on the main panel to close an app fully or tap it to open it immediately"

### Multitasking [Understand the multitasking features](#)



#### 01 Panels and icons

Double-tap the Home button no matter what you are doing on your iPad and a series of horizontal panels will appear on the screen. Below each you will see an icon that's designed to show what app you are looking at. The panels show where the app froze.



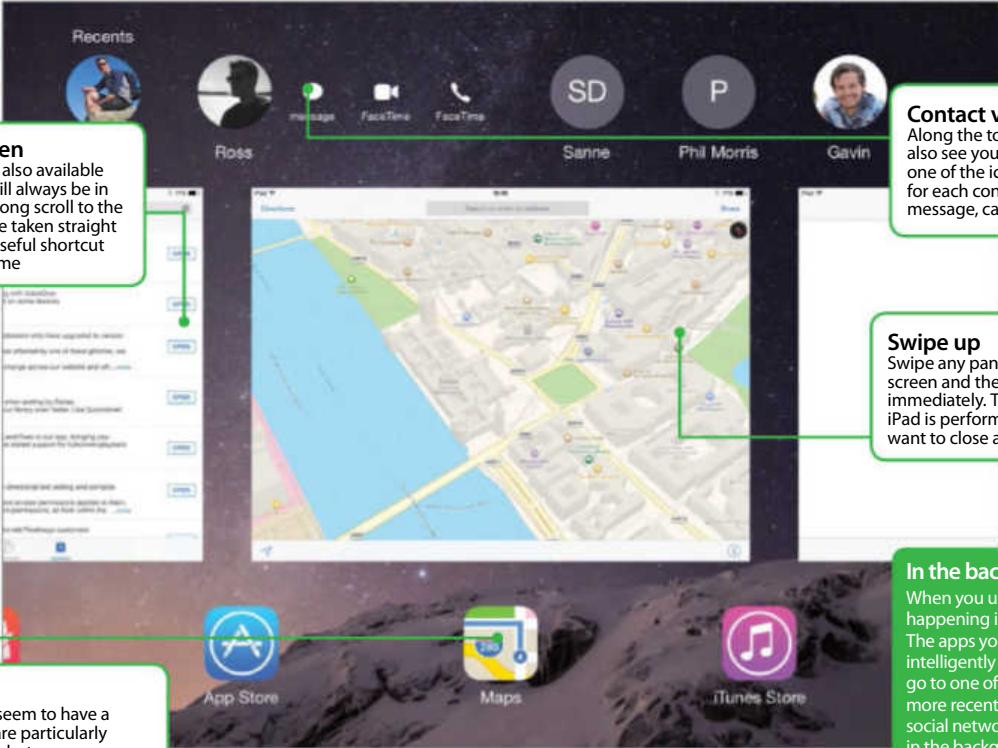
#### 02 Switch between apps

To switch between apps, simply scroll your finger left and all of the recently used and open apps will be shown. You can now tap either the app icon or the main panel to jump straight to that app. It should start up in the exact position you left it in.



## Multitask with ease

Learn to multitask in seconds



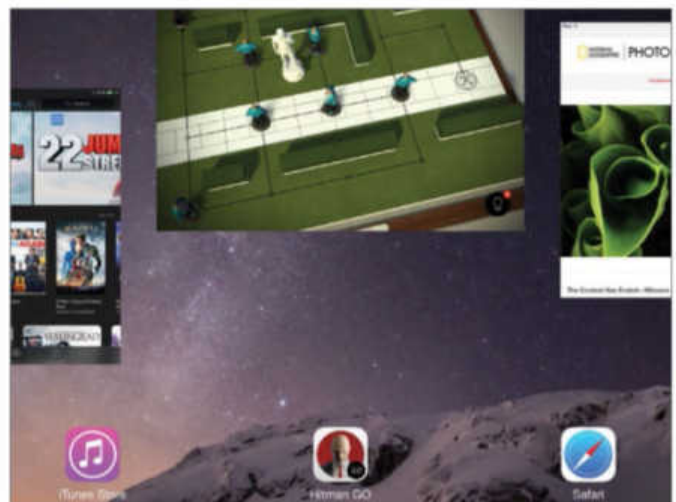
The screenshot shows the iPad multitasking interface with several callout boxes explaining key features:

- The home screen**  
The home screen is also available at the far left and will always be in that position. Do a long scroll to the right and you will be taken straight to it. A potentially useful shortcut which could save time
- Contact view**  
Along the top of the screen you will also see your recent contacts. Tap one of the icons to open up options for each contact, so you can quickly message, call or FaceTime them
- Swipe up**  
Swipe any panel to the top of the screen and the app will be closed immediately. This can be useful if your iPad is performing slowly or if you just want to close a few running apps
- Use the icons**  
The icons may not seem to have a purpose, but they are particularly useful for switching between apps quickly. Swipe across the icons and your open apps will scroll much faster than simply swiping the app panels
- In the background**  
When you use your iPad, a lot is happening in the background. The apps you use most often are intelligently updated so when you go to one of these they will show a more recent state. For example, a social network app could be updated in the background continually. The software uses your usage pattern to offer a balance between usability and power consumption.



### 03 Close an app

If you want to close an app, all you have to do is hold your finger on a panel and slide it to the top of the screen. The panel will disappear and the app to the right will slide over to take its place. The sheer size of the panels makes closing apps very simple.

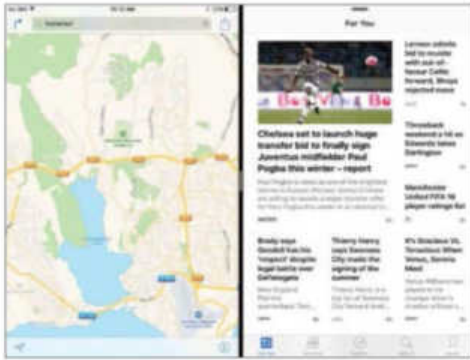


### 04 Multitasking tips

If you want to swipe through your apps faster, swipe across the icons at the bottom of the screen rather than the panels at the centre. Another useful tip is that you can close multiple apps at once – simply place a finger on each app's panel and swipe them all up off the screen at once.

## View apps side-by-side in Split View

Stay productive on your iPad with the help of the all new Split View feature



One of the problems that many people have faced when using older versions of iOS is that there are a distinct lack of options available when you want to use multiple apps simultaneously. Users have previously had to rely on double-tapping the Home button on the iPad to manually switch between apps, but that's all changed thanks to new productivity features available in iOS 9. One of these features is Split View. Through Split View users are able to open two apps side-by-side and switch between them for better productivity and accessibility. While the feature only supports first-party apps for now, it's expected that we'll see the likes of Facebook and Twitter integrate with it at a later date.

"Through Split View users are able to open two apps side-by-side and switch between them for better productivity and accessibility"

## Multitask more effectively

Make the most of iOS 9's newest features and speed up your productivity

### Make use of Safari

While the lack of third-party software will disappoint some users, don't forget that you do have the benefits of a web browser to hand. You can use the Safari versions of Twitter, Facebook and YouTube to get your social media and entertainment fix while still being able to use the second panel to deal with other tasks.

### Switch apps

Keep a look out for the small black bar that sits at the top of the secondary app panel. Drag down on this to open up the app selection panel

### Resize panel

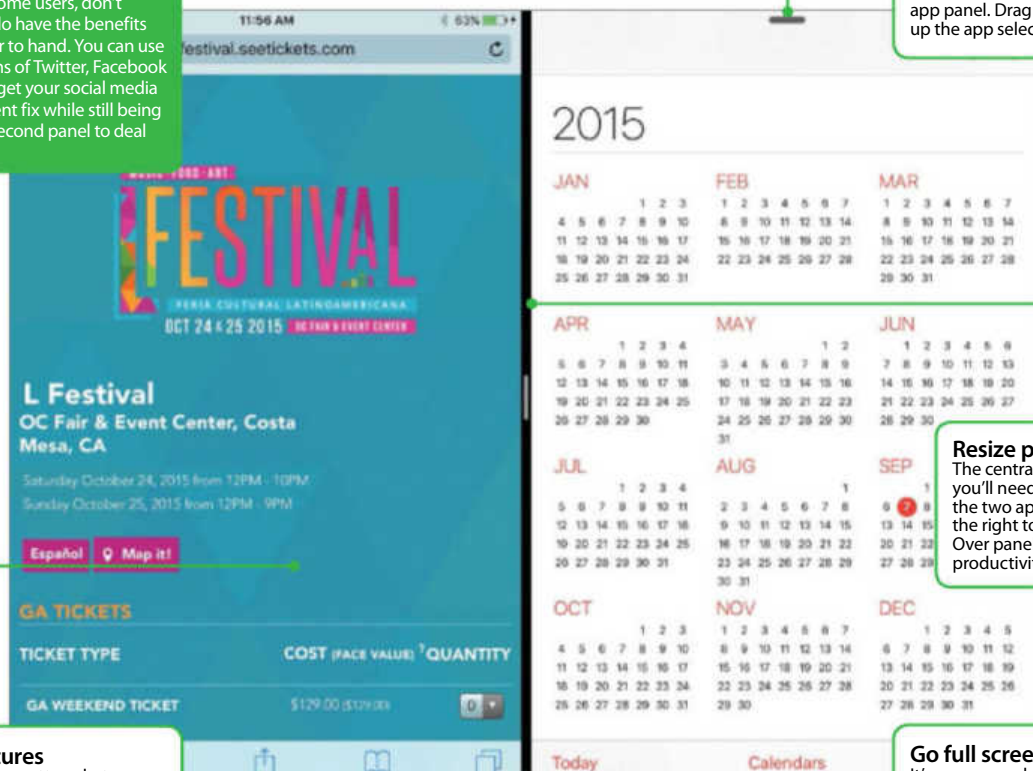
The central black panel is where you'll need to head to resize the two app panels. Drag it to the right to open up the Slide Over panel, another great productivity tool

### Use app features

You'll find that no matter what combination of apps you use, you'll have full access to their entire suite of features. It's ideal for watching videos or sending messages

### Go full screen

It's easy enough to switch one of the panels to full screen mode. Simply drag the central black bar to the far left or far right of the display to close the other

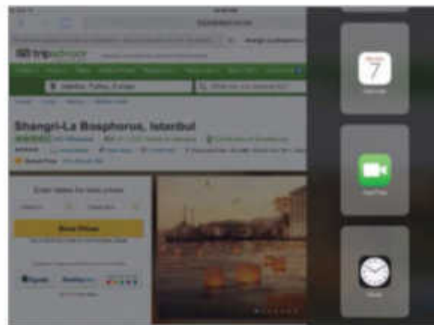


## Split View Set up Split View



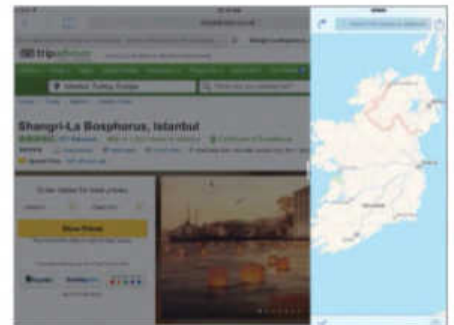
### 01 Open primary app

Go ahead and open the first app that you want to use with Split View. This feature currently only supports Apple's library of first-party apps, so choose accordingly.



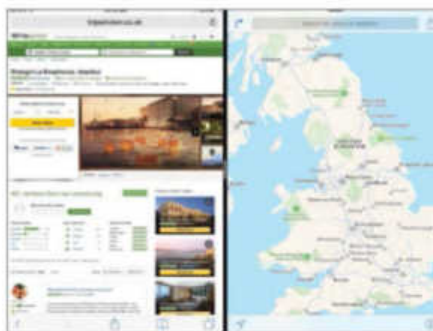
### 02 Select second app

Gently drag your finger from the right side of the display to open up the new Slide Over panel, where all the icons of all the compatible apps will now be shown.



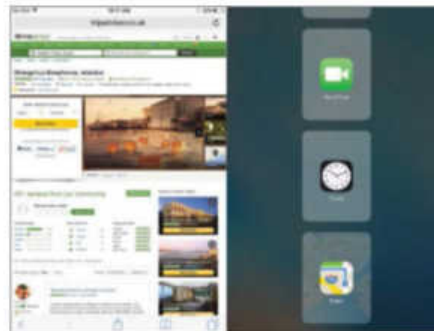
### 03 Swipe to Split View

Once you've opened a second app, drag the Slide Over menu to the centre of the display to open Split View. You should find that both apps now format to fit the space.



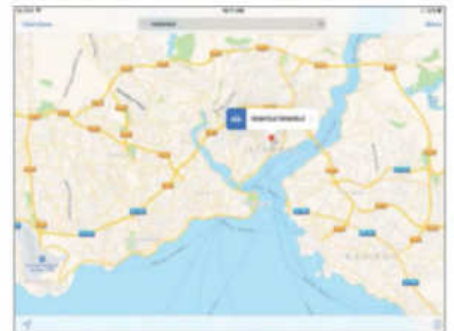
### 04 Start to switch

What you should find instantly is that you're able to use both apps simultaneously without having to do anything but simply press on that app's panel, and vice versa.



### 05 Choose a different app

If you now want to select a different app, drag down from the top of the panel to re-open the app selection screen. Select an app and it'll load into the panel's space.



### 06 Go full screen

It's also possible to make your secondary panel go full screen. Drag the centre line to the far left of the display to close Split View and open the app in full screen.

## The best Split View apps



### News

Get all the latest headlines in a single panel to peruse at leisure. You can favourite and share any stories, as well as add brand new sources.



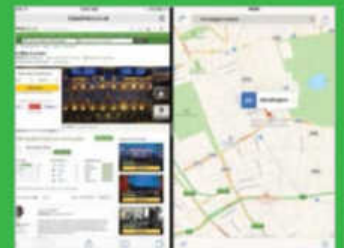
### Calendar

Not only can you manage your current appointments, it's also possible to use the '4' symbol to create a new appointment or event in the app.



### Videos

Users can watch and enjoy any TV shows or movies currently saved on their iPad. Switch to Slide Over for an even smaller video panel.



### Maps

For directions to a landmark, use the toolbar to type in an address and get step-by-step directions without having to open in full screen.



## Introducing the Control Centre

Take advantage of the Control Centre to quickly change settings and access frequently used features



The new Control Centre introduced in iOS 7 was something that users had craved for a long time, but Apple's implementation is arguably even better than we could have hoped for. The elegance with which it works is astounding, with a raft of shortcuts and features available to you with one swipe and a tap.

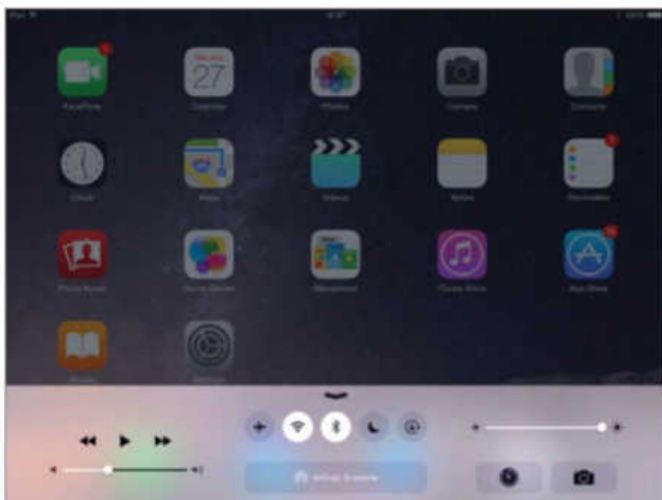
A lot is happening in a very small space on the iPad and it is surprising that it does not take up more screen real estate, but even this works because you do not have to move your finger much at all to access what you need. Within the pop-up panel you have access to music controls, the Clock app, the camera, AirDrop, AirPlay plus volume and brightness bars. Add to this icons for Airplane mode, Wi-Fi, Bluetooth, Do Not Disturb, Silent mode and screen lock and you can start to see just how effective it can be.

It takes no time to learn and once you start using it, you will wonder however you managed to navigate your device before it arrived. Let's now explore the new Control Centre and discover how you can make the most of its useful functions in just a few simple swipes.



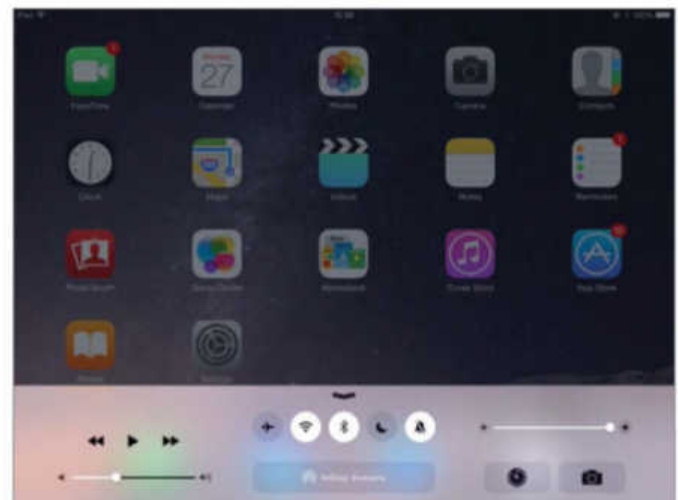
"Once you start using the Control Centre, you will wonder how you managed before it arrived"

### Control Centre [Understand the Control Centre](#)



#### 01 Where is it?

Your home screen looks normal until you start to move your finger upwards from below the screen. The Control Centre will start to appear no matter where you place your finger to swipe up and it will take up the bottom portion of the screen. Notice the semi-transparency of the panel.



#### 02 Use the settings

The icons in the middle of the panel will be used the most and, as you tap each one, text indicators will appear above them. You can use these icons to manage Airplane mode, Wi-Fi, Bluetooth, Do Not Disturb, Silent mode and the screen rotation lock. Tap each to turn on and off.



## Keep in control

Understand every useful control you could need in this control panel

### Perfect music management

You can play or pause currently playing music and also navigate between tracks using the arrow icons. The volume slider below the icons is particularly useful for music and any other sound-related task that is currently in use

### Quick settings

Changing wireless settings and enabling AirPlay and AirDrop are all available with one tap using the controls in the middle. You will likely use these more than any others in the Control Centre because they save a lot of time

### Setting it up

If you have need to limit the use of the Control Centre when using other apps or when the screen is locked, you can do so with these settings. Chances are, however, that you likely do not want to do this

### Lose some icons

With shortcuts to the camera and clock you could easily remove these icons from your home screen to save space. They are just as quick to access in Control Centre as they are using the standard method

### Added benefits

The Control Centre shortcuts also offer very quick ways to save power. You have the ability to turn off AirDrop or lower the screen brightness in a second. When you consider that you can also disable Wi-Fi and Bluetooth as well, your battery is likely to last longer because you can now manage it more efficiently. And with a couple of taps you can re-enable everything instantly.



### 03 Extra controls

To the left you will see icons that can manage music play and volume. Simply use the slider for volume and the icons to pause, play and jump between tracks. Over to the right you will find icons to quickly access the camera and clock, plus a brightness control.



### 04 Set it up

Go to Settings>Control Centre and you will be given two options. The first lets you choose whether to allow access to the Control Centre from the lock screen and the second does the same when you are using a different app. We would advise to turn both on.

## Access email on your iPad

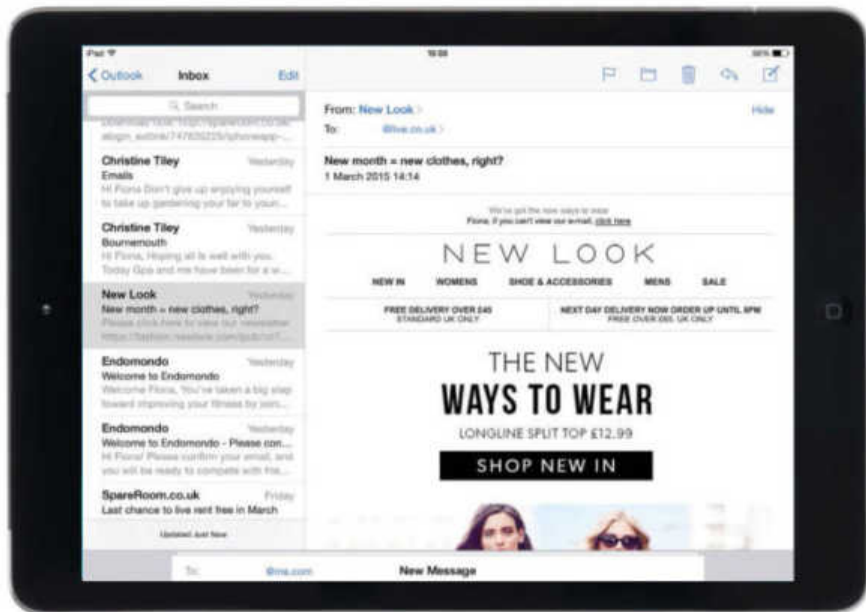
While email works perfectly well on the iPhone it really comes into its own on the iPad's larger screen



In today's digital age, using email is one of the most essential ways of being able to stay in touch with friends and family, as well as being a pretty vital tool in the business world. While both the iPhone and iPod Touch are perfectly capable of displaying email, the iPad is just so much better due to its larger size, making it a much superior option. What's more, the virtual keyboard makes it far easier and quicker to type on (especially when you need to write longer mails), making it far more practical to use.

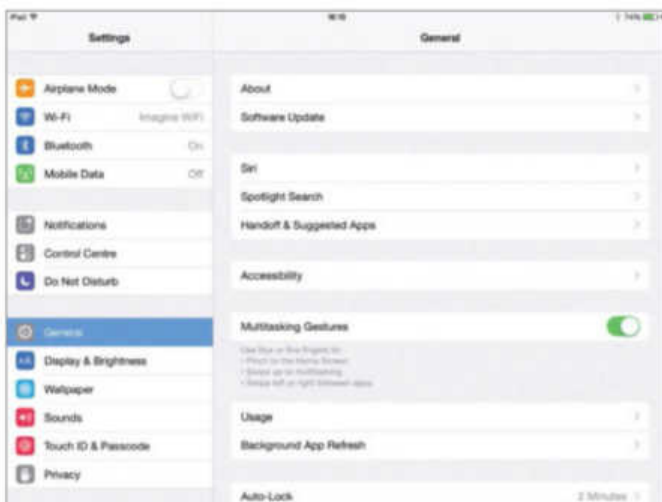
This step-by-step tutorial will not only show you how to set up a new or existing email account for use on the iPad and beyond, but will also take you through the fundamentals of reading and sending emails on your device. Once set up you'll be able to use existing accounts at will, quickly reply to and forward mail that you receive, and, most importantly, ensure that you stay in touch with friends and loved ones.

In short, we will show you how to integrate your iPad into your lifestyle in a way that will make you feel closer to the people you care about, rather than further away. Let's get started and learn how to get going with email.



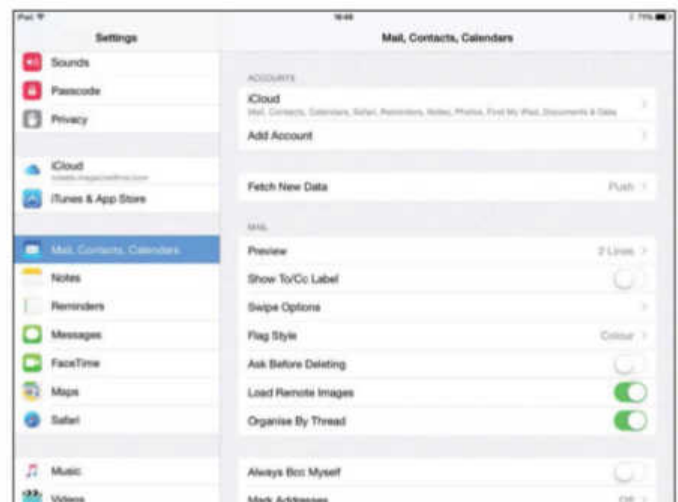
“While both the iPhone and iPod Touch can display email, the iPad's size makes it so much better”

### Mail Set up an email account on your iPad



#### 01 Set things up

In order to set up an email account you will need to first enter the Settings app of your iPad. Look at the icons on the home page of your iPad until you find one with a large, grey cog. Tap on it to continue to the Settings menu. It may be located on the Dock at the bottom of the screen.



#### 02 Find your mail

Upon entering Settings, you will find a row of different icons located down the left-hand side of the screen. Look for and select 'Mail, Contacts, Calendars' in order to continue. Now over on the right-hand side of the screen you need to tap Add Account.

## View your mail

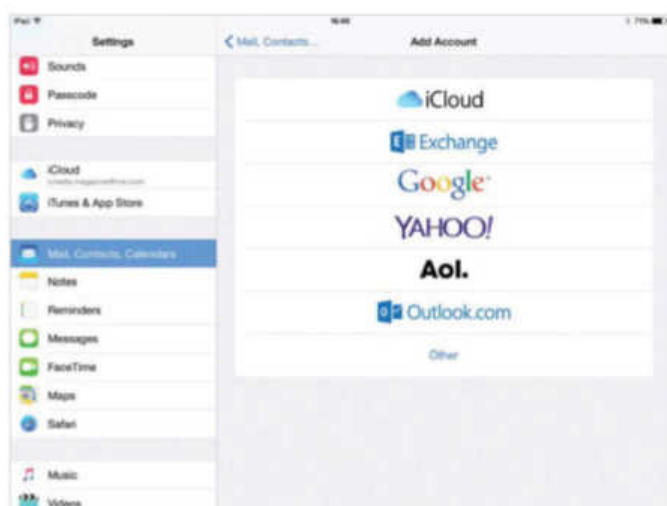
Learn about all your email viewing options

**Move items**  
Want to organise your mail? Simply tap the folder icon located at the top of the screen. You can then send your mail to a variety of different folders

**Forward mail**  
If you need to reply to an email, hit the arrow icon near the top of the screen. You can then reply to the sender or forward the message on

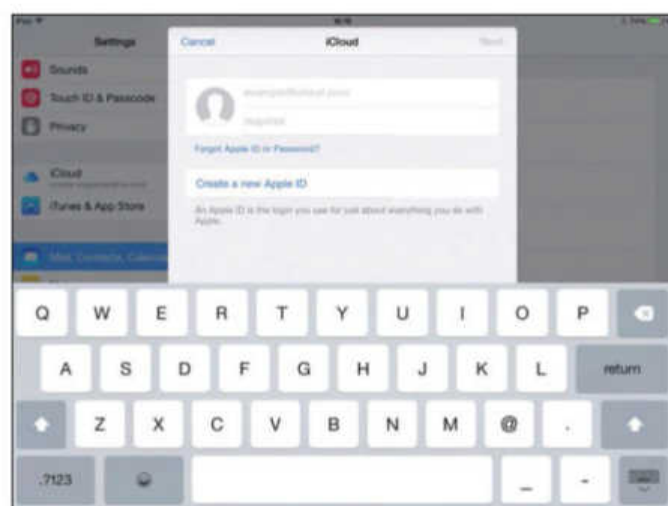
**Send email**  
Tap the tab in the far top right-hand corner of your iPad to send mail. When the new email screen opens, fill out the address, add a subject and begin drafting your message. Hit Send when finished and it will be delivered

**Add more accounts**  
If you have the need for additional accounts (perhaps a work account or the account of your significant other) it's relatively easy to add them. All you need to do is re-follow the previous steps for setting up an account. Once you've done that when you enter your mail you will see an Accounts tab in the top left-hand side of the screen. Simply tap on this tab to be taken to all the other accounts set up on your iPad. Select the one you want and you can instantly access your other mail. Very handy.



### 03 Make your choice

You'll now be presented with seven email provider options. They are iCloud, Microsoft Exchange, Google Mail, Yahoo! Mail, AOL, Microsoft Hotmail and Other (which lets you access accounts like Zoho Mail). Whether you want to create a new account or add an existing one, the process is as follows...



### 04 You've got mail!

After choosing your preferred provider you'll be presented with the following screen. All you need to do here is fill in the relevant information for each section. Once this is done, simply tap Next in the top right-hand corner. Congratulations, you have mail!

## Install iTunes on your desktop

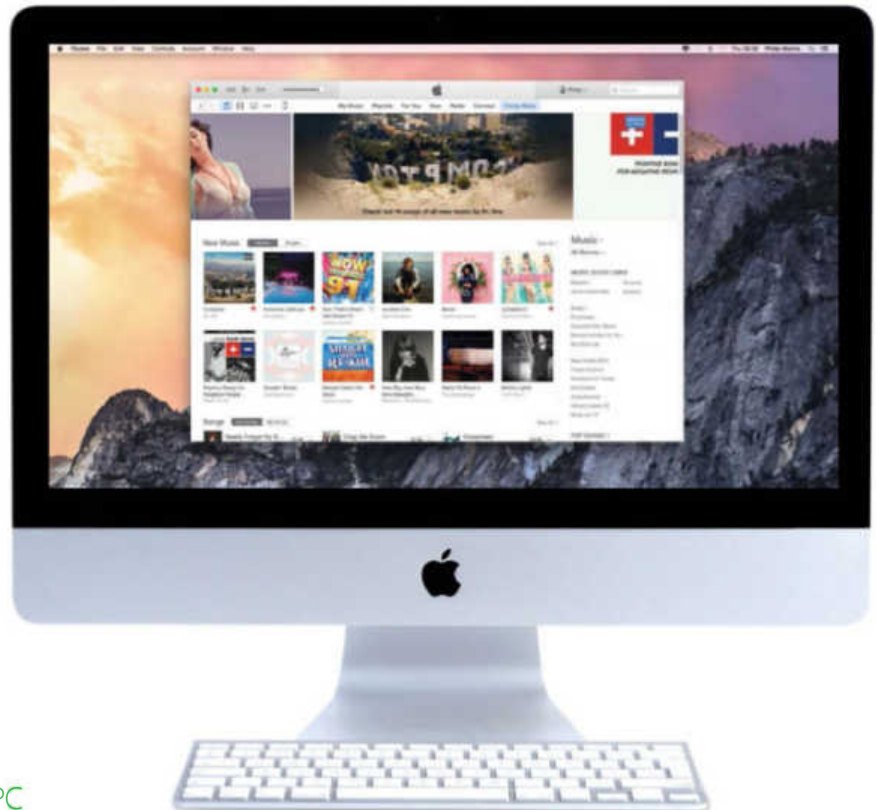
Although connecting your iPad to your computer is no longer necessary, installing iTunes has some benefits



Since the release of iOS 5, all of Apple's devices, including your iPad, can be used straight out of the box without the need to connect them to your computer via iTunes, as was previously the case. However, installing the latest copy of iTunes on your computer is still recommended as it allows you to perform a series of useful tasks.

Primarily, through iTunes you can convert your CD collection and copy the files to your iPad, but the latest versions fully embrace Apple's 'iTunes in the Cloud' service so that any music you purchase through iTunes – be it on your iPad or Mac – is automatically pushed to all of your devices wirelessly. What's more, through iTunes Match you can also access your entire iTunes library from any device, stream individual tracks or download them for offline listening for a small annual cost (£21.99/\$24.99). You can also connect your iPad to your computer via USB and perform essential backup and syncing processes.

In this tutorial we guide you through the process of downloading and installing the latest version of iTunes for your desktop.

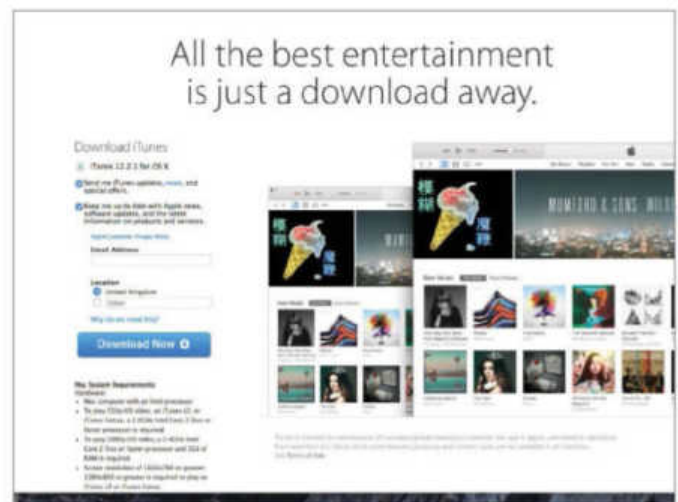


### iTunes [Install iTunes on your Mac or PC](#)



#### 01 Get online

Your first step is to launch your favourite web browser and point it in the direction of [www.itunes.com](http://www.itunes.com). The layout of the page changes regularly, but there will be a Download iTunes button somewhere within it, click on it to get the ball rolling!



#### 02 Download now

This will lead you to the official download page. Your browser will recognise the type of computer you're on so you won't be offered any choices that could lead to confusion. You'll see a single Download Now button. Be sure to double-check that you're happy with the options to receive emails from Apple.



## Navigate iTunes now

Understand the basics of the iTunes Download interface

### Automatic detection

All modern browsers identify and the type of computer you are currently using and clever websites take advantage of that information to only offer you the choices that match

### Privacy Policy

If you're concerned about what Apple might do with the information you give them (namely, your email address, as requested on this page), you can check out its policy by clicking here

### System requirements

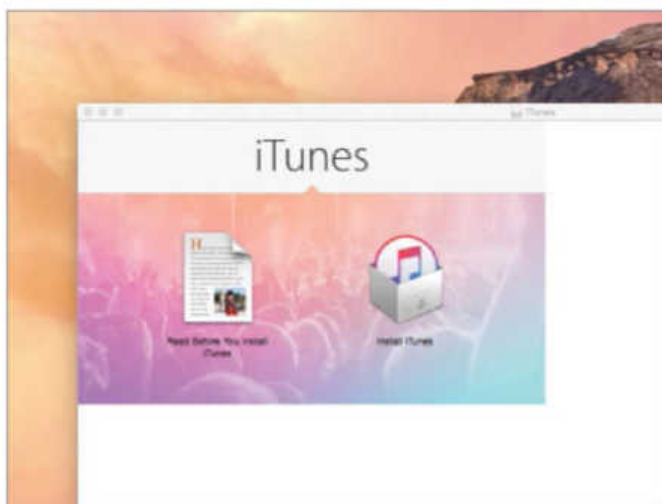
If you're at all uncertain if your computer will be able to run the software, this section displays the necessary system requirements that match the machine you're currently running

### What exactly is iTunes in the Cloud?

iCloud is a free cloud storage service introduced by Apple as part of the iOS 5/OS X 10.7.2 updates. iTunes takes advantage of this service with 'iTunes in the Cloud', a range of features that allow you to have access to your music collection more freely. iTunes now stores your music and TV purchases in your personal iCloud and makes them available on your device, anywhere, any time and at no additional cost. Furthermore, any music purchased from iTunes will be pushed to your other devices, such as your Mac or iPhone, automatically and wirelessly. And don't worry, all previously purchased music from before the advent of iCloud won't be forgotten because you can redownload it all on any device.

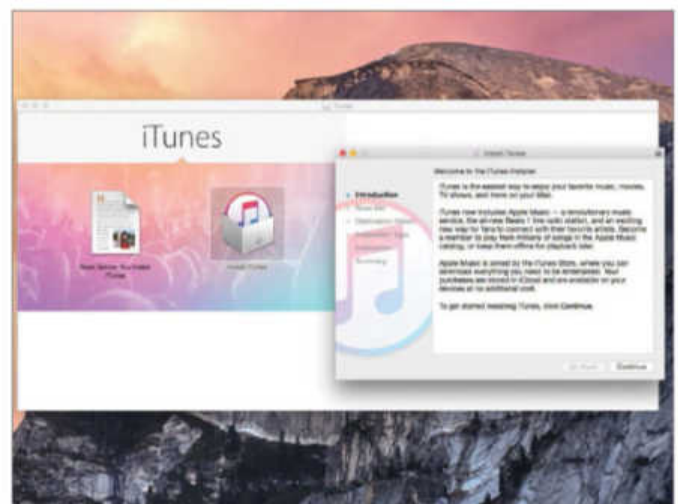
### Email notifications

By default, these two tick boxes are enabled, which means that you won't be able to download iTunes without typing in your email address first. If you'd rather not receive this information, untick them



## 03 Installing

Once the download has completed, a new window will open up with a semi-transparent iTunes logo inside it. The 'Read Before You Install iTunes' document gives you the minimum requirements, without which the program will not function. Double-click Install iTunes to proceed.



## 04 Licence Agreement

Once iTunes has been installed, its icon should appear in your Dock or Desktop. If it hasn't, you'll be able to locate it in your Applications or Program Files folder. The first time you double-click on it, you'll have to agree to the licence agreement. Agreeing grants you access to the software.

## Get to know the iTunes interface

The gateway to Apple's online store, iTunes is capable of storing any media you'd care to download

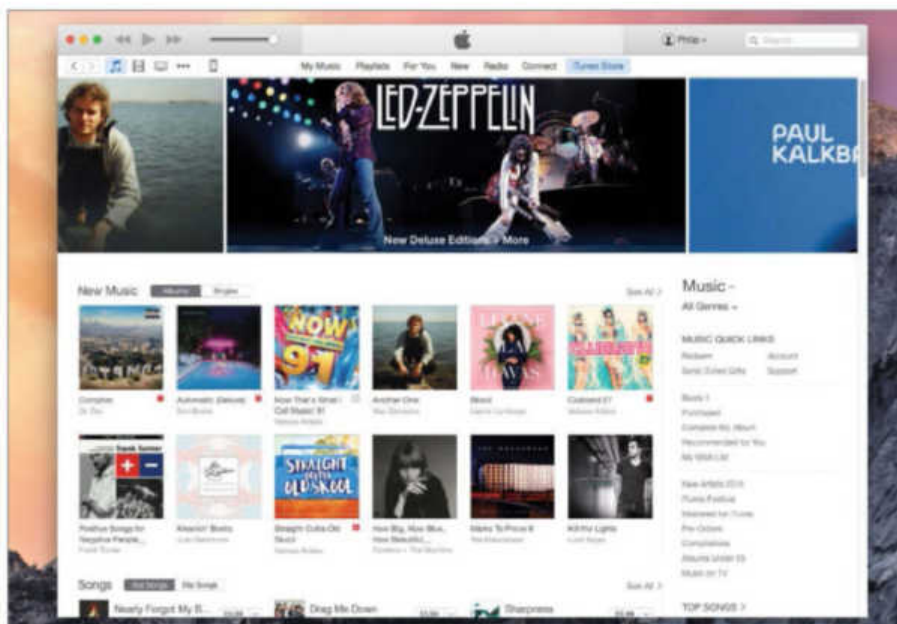


The first version of iTunes was released 15 years ago, back on 9 January 2001.

Apple had purchased Casady and Greene's SoundJam MP two years previously, realising that it had missed the boat with regards to the CD ripping and burning that was going on at the time. Back then, the iPod didn't even exist. Three years later, however, the iTunes Music Store was born, along with Apple's ambitions as an online entertainment retailer.

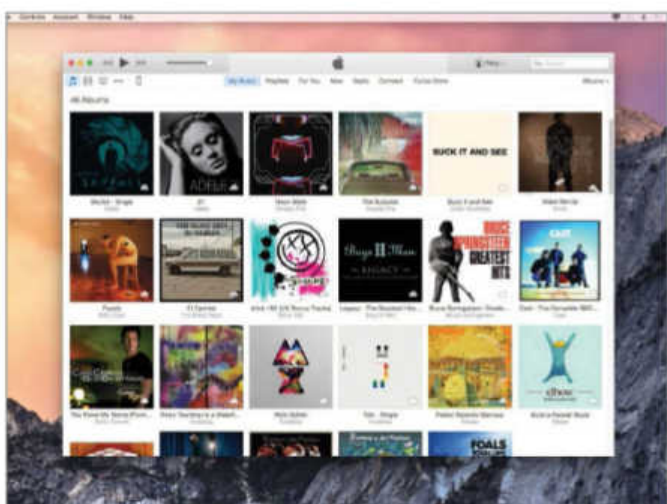
It's only recently become the case that you can use your iPad without installing iTunes on your computer, and since the release of iOS 5 you can activate your device and get all the latest system updates without the need to manually connect it to your computer.

However, there is a lot more to iTunes than allowing iPad functionality, not least the ability to convert your CD collection to MP3 format and copy the tracks to your device, browse for all the latest entertainment and apps at the iTunes and App Stores and enjoy the many new features that iCloud provides. Here we show you the basic essentials to help you navigate iTunes and get acquainted with its media-storing capabilities.



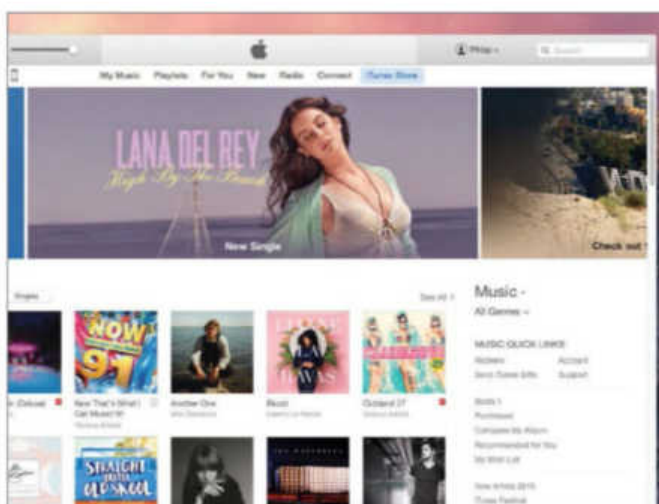
"It's only recently the case that you can use your iPad without installing iTunes on your computer"

### iTunes [Get to know the software](#)



#### 01 The Library

Your media is broken down by type – ie music, films, television shows, podcasts, books and apps for your iOS devices – all of which you can acquire from the iTunes Store. To sort between these, simply click on the current category button and select a new one from the drop-down list.



#### 02 The Store

To access Apple's online media store, move your cursor up to the right-hand side of the top menu bar and click on iTunes Store. The front page is geared towards entertainment, showing you the latest and most popular songs and albums, films and TV shows (books can only be read on your iOS device).

## Browse the App Store

Helping you find the apps you need in seconds

### Latest releases

Sometimes a recommendation is all you need and the Best New Apps section shows you a selection of staff favourites that you may feel suit your exact needs

### Search and find

If none of the recommendations are of any help, you can always use the good old-fashioned search field. Start typing and a list of options will appear for you to choose from

### Categories

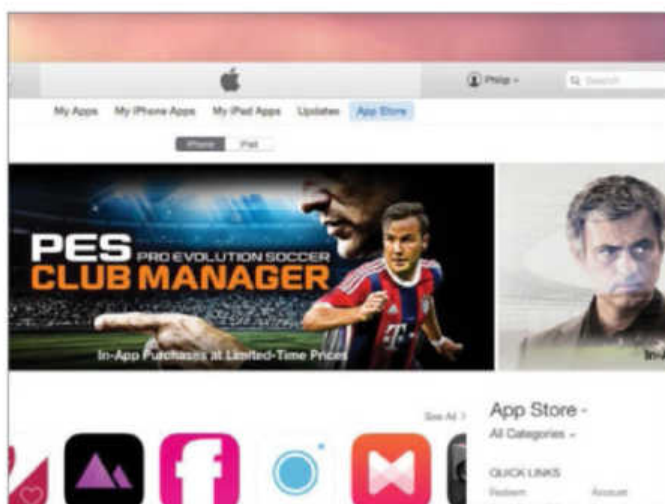
Narrow down your search by browsing through a specific category. To access this menu, click on the App Store button and select your choice

### How do I choose what to add to my iPad?

By default, iTunes is designed to take care of that for you. Even if you have more media than can fit in your iPad, it'll choose which ones to add, and which to leave behind. But if you'd like more control over the process, start by clicking on the iPad button near the top of iTunes. From there, you'll have options in the various tabs to select which songs, films or apps you'd like to include. There are multiple ways of doing this, which will be explained in other parts of this book.

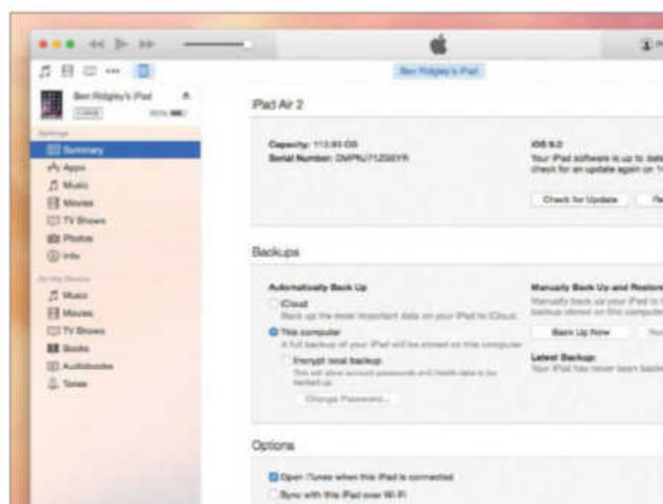
### Extra info

If you're looking to learn a bit more about how iTunes works or things to watch out for on the App Store, these links will be useful



## 03 Finding the apps

To get to the App Store and start browsing for applications for your iPad, head back to the row of buttons just above the main content window in iTunes and click on 'App Store'. Once there, you'll see two buttons centred immediately below the menu bar. Click on iPad to view the iPad apps.



## 04 Connecting your iPad

After activating your iPad, it'll appear on the right-hand side of the top menu bar in the main library view. Click on its name and you'll gain access to your device's sync settings. You can use that section to select which media to add and which apps to install, or just let iTunes add everything automatically.



## Sync your music from iTunes

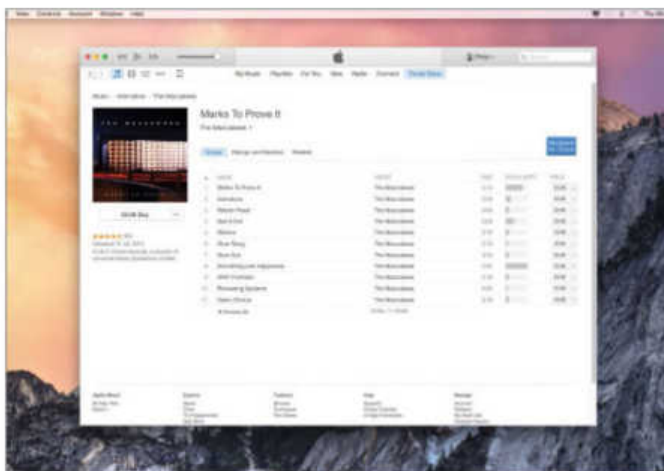
Here's how easy it is to sync your music collection from a computer to your iPad



**Playing music on your iPad might not be the first use that comes to mind if you own an iPod too, but it's certainly possible.** In fact, your iPad may be the best option for playing music during a party or when entertaining other people, allowing them to make a selection too. The larger display makes it easy to browse the music library, album artwork looks gorgeous when viewed full-screen, and the Library found in the desktop version makes a comeback, giving you quick access to podcasts, audiobooks, Genius mixes and

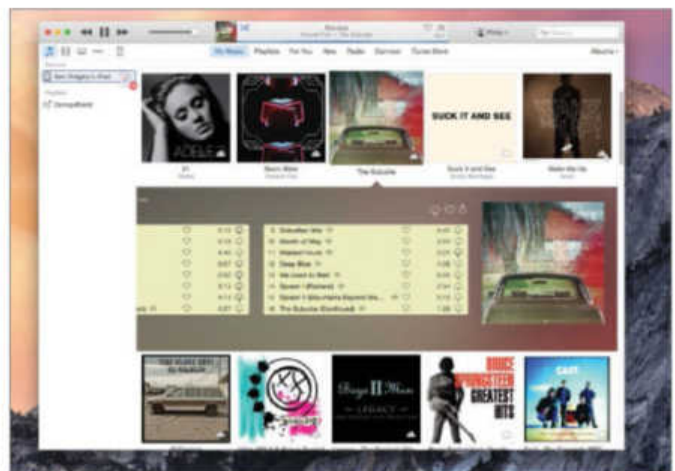
more. It's the closest thing you'll get to using the full desktop version of iTunes while on the go. Getting music onto your iPad is a simple process through iTunes. It's possible to sync tracks, albums or your entire music library. iTunes remembers your settings, so whenever your iPad is plugged into the computer it automatically syncs any new music tracks to the device. By spending just a few minutes setting up your music sync options, you'll never have to manually transfer tracks and albums again.

### iTunes *Get your music on your iPad*



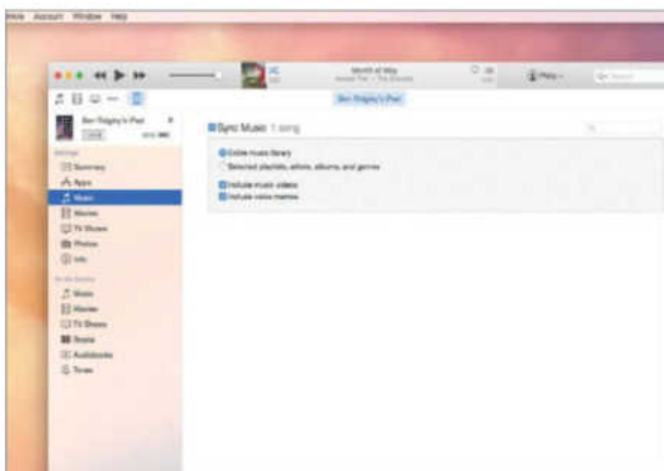
#### 01 Import tunes

First, ensure you have some music in your iTunes Library. You can rip tracks from your CD collection or purchase songs from the iTunes store.



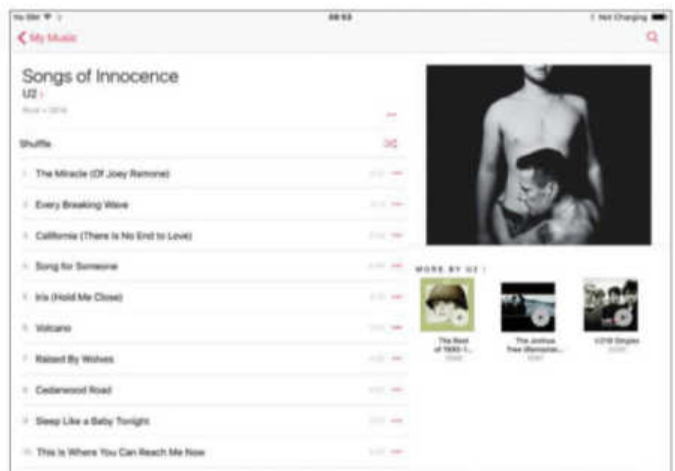
#### 02 Get to your music

Connect your iPad to your computer and then you can either drag songs manually from your library to your device or click on Music in its settings.



#### 03 Choose what to sync

From here you can choose what to sync. Once you're happy with the selection, click the Apply/Sync button at the bottom-right of the screen.



#### 04 Get playing

Once the syncing process has been completed, turn on your iPad and open the Music app located on your home screen.



# Transfer movies using iTunes

We explain how easy it is to copy movies from your desktop computer to an iPad



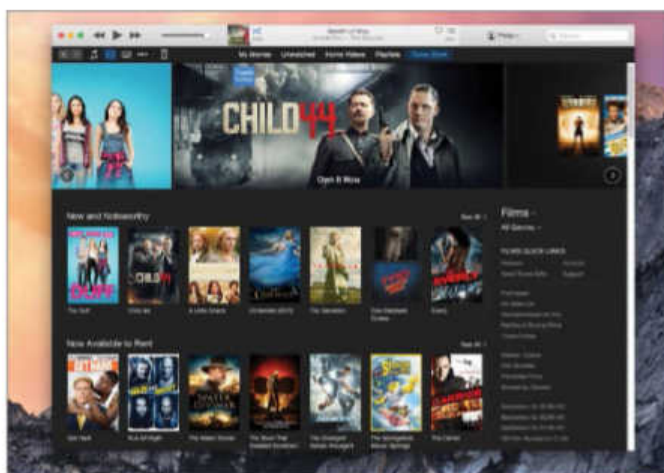
**Movies look amazing on the iPad screen.** Whether you're lying in bed or sitting on a train with the iPad in your hands, the display shows off movies with vivid clarity.

The experience of watching films on your iPad gets even better if the movie has been purchased or rented through the iTunes Store, as the iPad will display detailed information about the film and enable users to skip directly to a particular chapter with just one tap of the finger. For those with an Apple TV it's

also possible to wirelessly stream any movie to the device from your iPad, which will allow you to watch films on a big screen – preferably on a high-definition TV – and control the playback using the iPad's touch screen display, but we will explain more on that later.

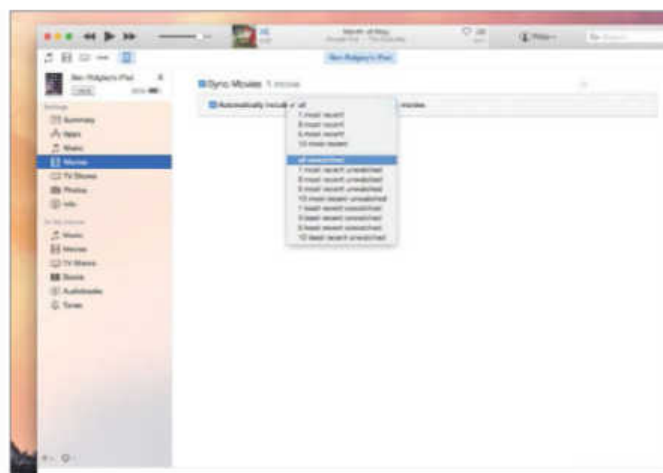
In this tutorial we'll explain how easy it is to sync movies from your desktop computer to the iPad using iTunes. In next to no time you'll be up and running with a selection of great movies on your iPad.

## iTunes Sync your movies to your iPad



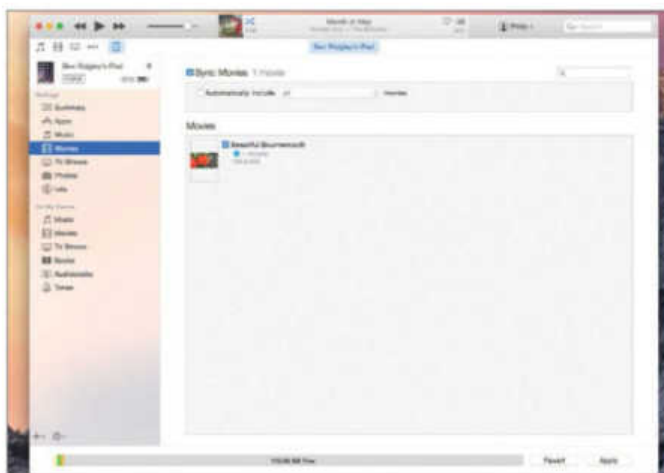
### 01 Get ready

Ensure you have movies to sync in iTunes. Films can be purchased from the iTunes Store or copied to your iTunes Library in MOV or MP4 format.



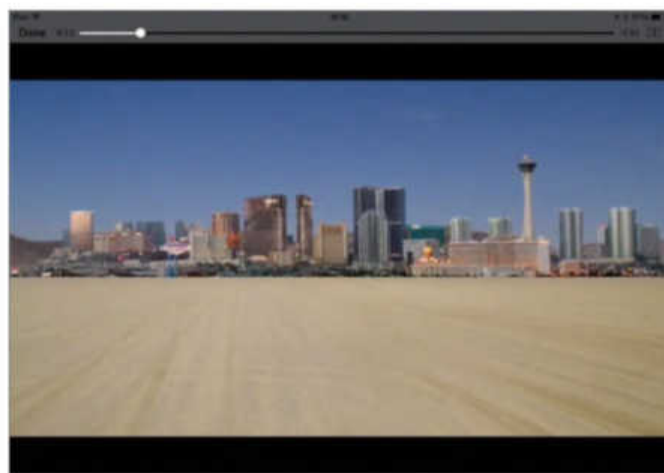
### 02 Select films

Connect your iPad and click on it in iTunes, then select the Films tab at the top of the screen. If unselected, check the top Sync Films button.



### 03 Sync!

Select the films that you wish to sync, but be aware of their file sizes. Once you're happy, click the Apply/Sync button at the bottom of the screen.



### 04 Get watching

Once the films have copied you can watch them from the Videos app. If purchased from the Store, they will include chapters for easy navigation.

# Getting started

## 60 Search for and find apps with Spotlight

Locate the app you're looking for

## 62 Discover the features of Safari

Enhance your web browsing experience

## 64 De-clutter the web with Safari Reader

Browse online using a clearer interface

## 66 Explore the Mail app

Find out about the iPad email app

## 68 Add photos and videos to Mail messages

Attach media to your messages

## 70 Add an event in Calendar

Keep on top of your social life

## 72 Never miss an event using Reminders

Remember all those important tasks

## 74 Customise your Notification Centre

Set up your personal Notification Centre

## 76 Respond to notifications

Send quick replies from your current app

## 78 Make calls using FaceTime

Make calls and hold video conversations

## 80 Stay in contact with friends using iMessage

Master Apple's new messaging service and send texts for free

## 82 Make notes on your iPad

Use the updated Notes app

## 84 Find your way with the Maps app

Get around with Apple Maps

## 86 Navigate in Maps

Learn about advanced Maps features

## 88 Use Siri to streamline your tasks

Try out Siri's voice commands

## 90 Explore the App Store

Discover how to download apps

## 92 Use iTunes to download media

Purchase music and films on your iPad

"Understand a tablet that mixes a simple UI with some seriously advanced features"

62

Safari features



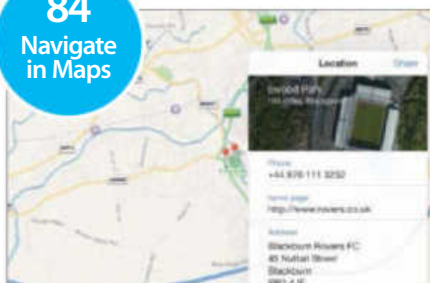
68

Attach files to emails



84

Navigate in Maps



## 90 Explore App Store



### Best New Apps



Tiny Builders -  
Digger, Crane...  
Entertainment  
£1.99



Vervid  
Photo & Video

### Best New Games

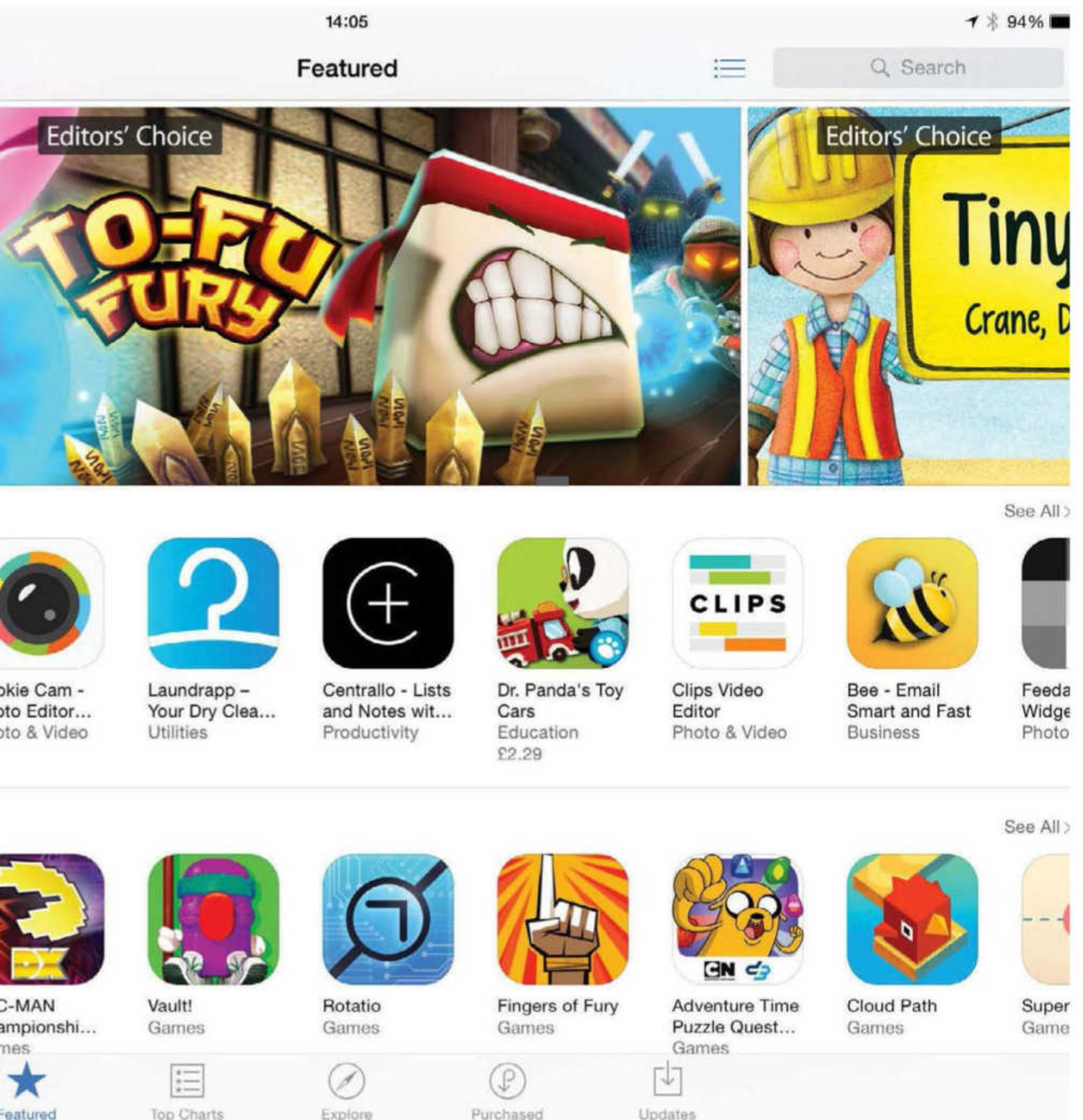


Prune  
Games  
£2.99



To-Fu Fury  
Games  
£1.49

All the basics are covered right here to get you in control of your iPad





# Getting started

## Search for and find apps with Spotlight

Spotlight is the perfect addition to the iPad home screens and it can help you find anything you need in a matter of seconds



To put it simply, Spotlight is your handy search tool that is available on your iPad. It has

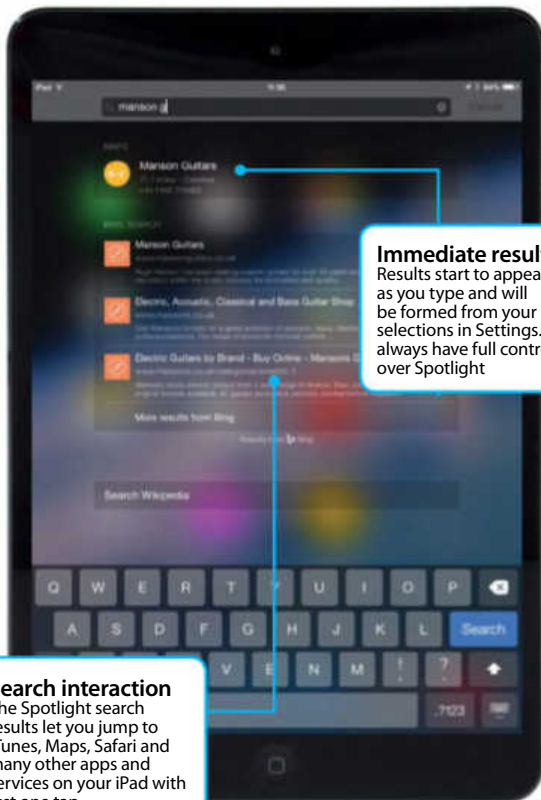
been out there for a while, but the most obvious recent change in Spotlight is the ability to swipe downwards in any home screen to bring up the search facility. Simple swipe down and start typing to immediately see relevant results appear. You get to control what is displayed, and in what order on the list, and you can then jump to see more detail or access the app that the result is in if it is stored locally on your iPad. For instance, if you want to

search for a particular artist without scrolling for a while through your list of music, you can tap in their name and it will appear on the screen.

The sheer speed of Spotlight makes it a highly useful addition to any iPad and, potentially, you will find yourself opening apps through Spotlight if you have many installed. It is a feature you will use multiple times a day once you start using it and an iPad without it just isn't the same.

The time has come to get to grips with the power of Spotlight; just follow our guide to get started.

"The sheer speed of Spotlight makes it a highly useful addition to the iOS home screen"



**Immediate results**  
Results start to appear as you type and will be formed from your selections in Settings. You always have full control over Spotlight

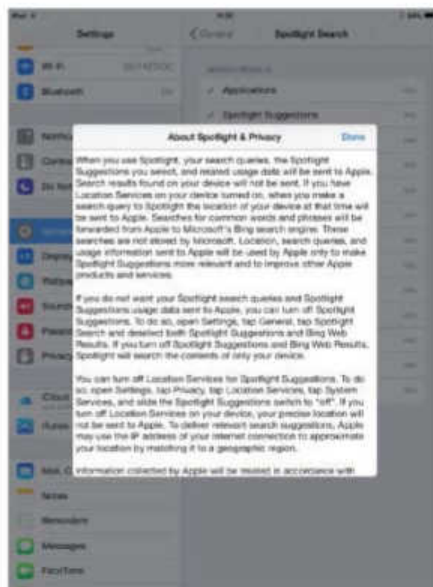
**Search interaction**  
The Spotlight search results let you jump to iTunes, Maps, Safari and many other apps and services on your iPad with just one tap

Spotlight Find what you need with Spotlight



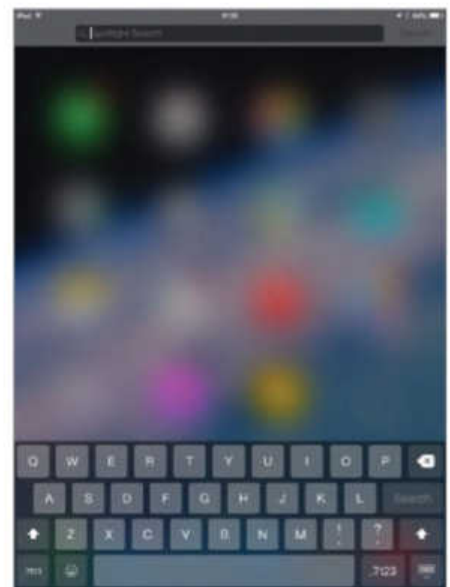
### 01 Spotlight settings

Go to Settings>General>Spotlight Search and tick the options you want to see in your search results. You can also hold and move each option to change the order for what you want to see appear first.



### 02 Understand the process

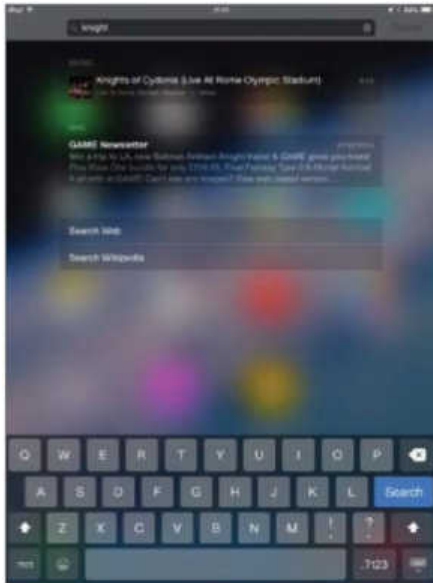
Tap About Spotlight & Privacy to read the legal text. There is some useful information held within this screen which may be worth reading so that you understand all of your search options.



### 03 Your first search

When on any home screen, swipe downwards within the main part of the screen and a search bar will appear at the top of the screen. The keyboard will pop up ready for you to type a search phrase.





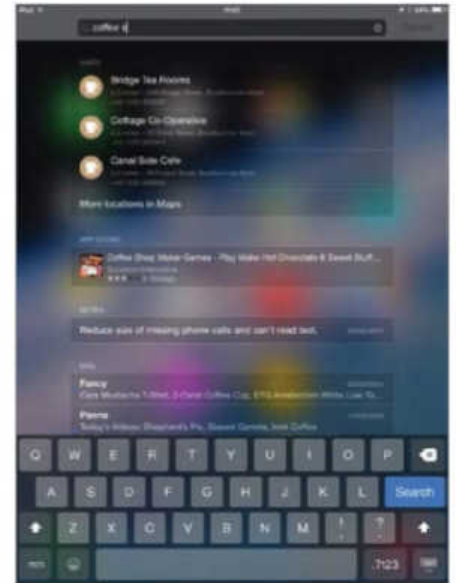
#### 04 As you type...

Results appear as you type, in the order chosen in the first step. If subjects are missing, it's because there are no results. For example, songs which don't match your phrase may not be installed.



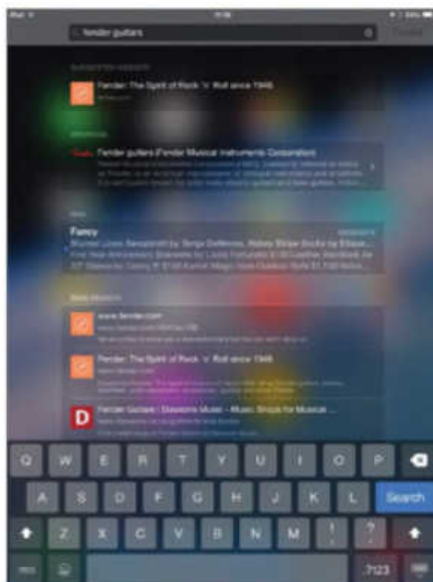
#### 05 Interactive results

All of the results take you to another place rather than just provide information. For example, tapping a song will open the Music app and start playing the song with the full album art on display.



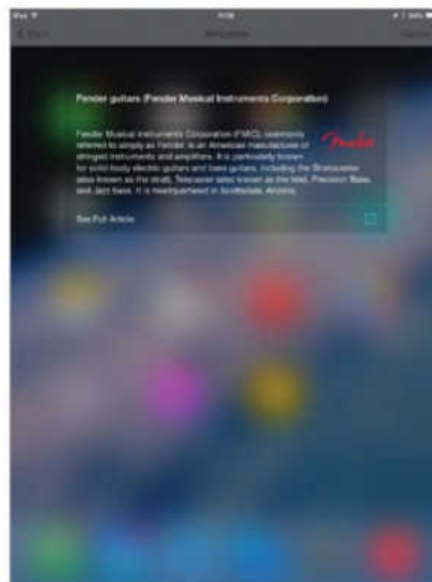
#### 06 Find a location

If you search for an establishment or a location, the results detail the distance from you and have contact numbers if available. Tap a result and Maps will open to let you navigate to the establishment.



#### 07 Web searches

Standard web searches will appear using Bing as the search provider, with no option to customise. Wikipedia is also used to offer immediate and detailed information about the term searched for.



#### 08 See summarised detail

For some results you will see a summary offering the main detail in a concise form. This may be enough for you to get what you need, but a link will be included to the full article as well.



#### 09 Find iTunes media

Films, TV shows and music will be shown in the results as well, which means you can tap once to go to iTunes and make a purchase. Spotlight works in tandem with the main Apple apps and services.

## Discover the features of Safari

Following its recent makeover, we reveal the most useful features of the revamped Apple browser



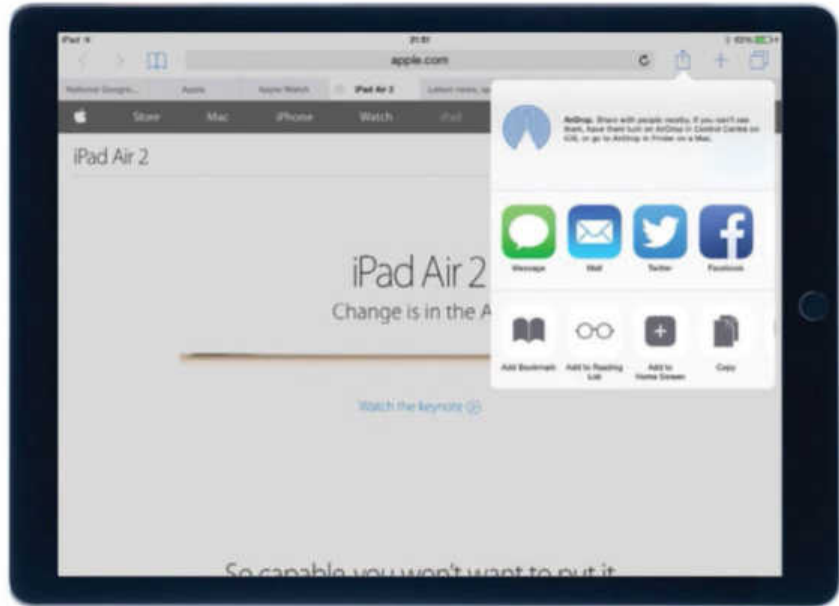
**Safari has long been considered one of the best mobile browsers.** It mixes a simple user interface with great

functionality and plenty of additional features to keep everybody happy. Apple isn't a company to stand still, and the iOS 8 rollout predictably saw Safari given a tidy new facelift.

The main features revolve around the continued move to cloud computing and the aim of seamlessly syncing between various devices. To do so, Apple introduced iCloud Tabs, which means you'll never need to email a link to yourself. Flicking through a webpage on your iPhone at work, but you want to view it on your iPad at home? iCloud Tabs ensures that a webpage is instantly loaded in any browser linked with your iCloud account.

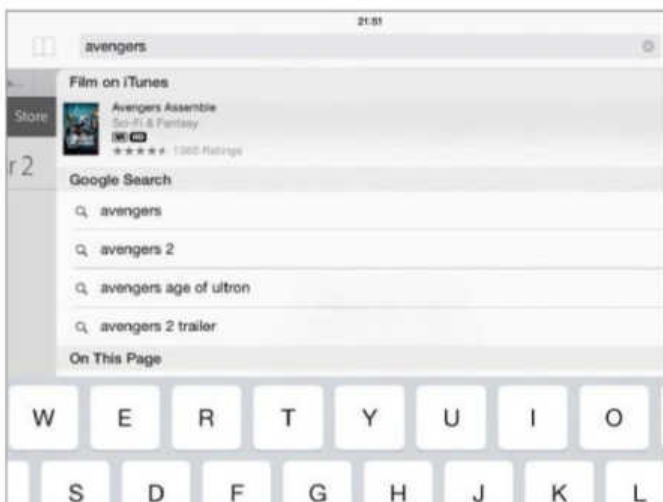
iCloud Tabs is just the tip of the iceberg though. There's also the Offline Reading List function, which lets you view webpages regardless of whether you are connected to the internet. Meanwhile Facebook and Twitter integration into the Safari experience also makes life easier for those always sharing online content with friends and family.

Here we take you through these features in a bit more detail, as well as a few more to boot.



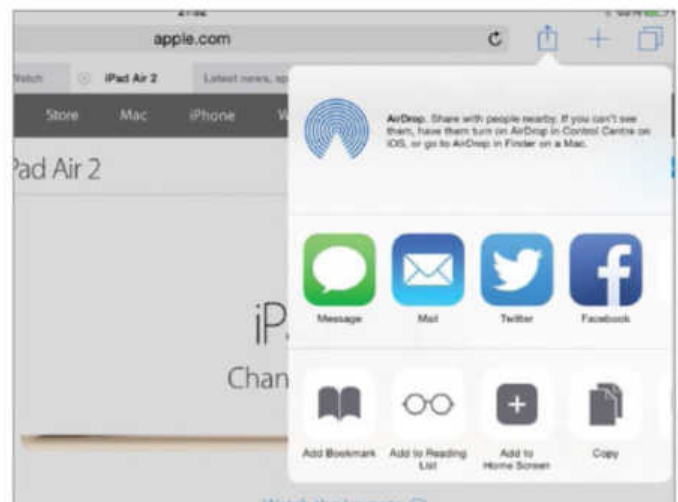
“The main features revolve around the move to cloud computing and the aim of syncing between devices”

### Safari [Explore Safari's best features](#)



#### 01 Smarter search

When you start typing a search term into Safari's Search bar, the app will now suggest results from all kinds of locations, including Wikipedia entries, apps from the App Store, and even location results. Tap one of these entries and you'll be taken to the relevant page, or directed to another app.



#### 02 Offline Reading List

When you save an article for reading later, it's saved to your device so you can view it even if you're offline. Find an article, hit the Share icon (the arrow and box next to the right side of the address bar) and tap the Add to Reading List option to get started.

## Look inside Safari

Take a closer look at the best features of the native web browser

### Favourites

Tap the Search bar at the top of the Safari screen and the Favourites menu will appear. You can customise this menu to include your most-visited sites, then tap them to instantly jump there without having to search for them

### iCloud Tabs

iCloud will keep track of the tabs open on your other devices, and you can see and access them all from Safari. Tap this tab overview button and scroll down to browse through them

### More options

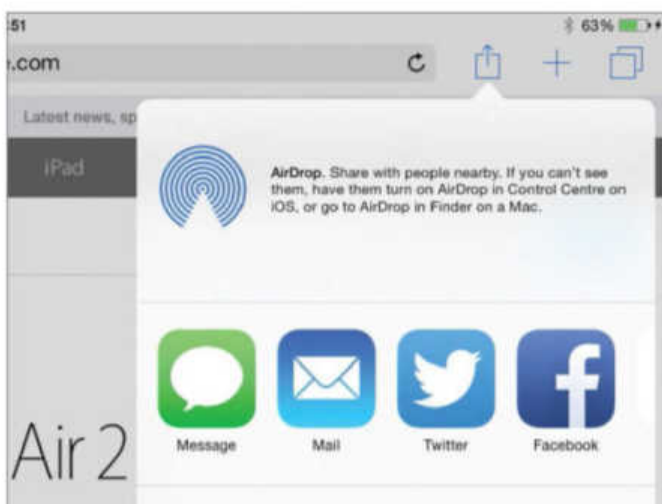
Tap the Search bar at the top of the screen, then pull down on the Favourites menu to reveal a couple of extra options, including the option to visit the desktop version of the site, or add the current site to Favourites

### Keep up to date

Some of these main features won't always work without preparation. To use iCloud Tabs you'll need to ensure iCloud is in operation on all devices. Your iPhone and iPod touch will both need to be running iOS 7 or higher for the feature to work. Likewise, Facebook and Twitter in the Safari app won't work unless your iPad has the relevant accounts linked to it in Settings.

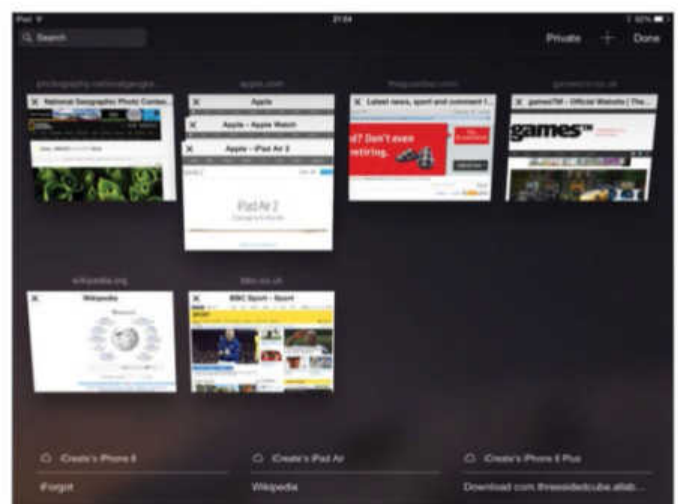
### Extra powers

There are plenty of sharing options available from the Share menu. In iOS 8 and later you can customise the menu to your needs. Tap the More button to add extra social networks like Pinterest to the menu



## 03 Social integration

As well as being able to update Twitter and Facebook straight from Safari by tapping on the share icon, you can also instantly view the links that your friends have shared on their favourite networks. Simply tap the book icon and then selecting the '@' tab in the window that appears.

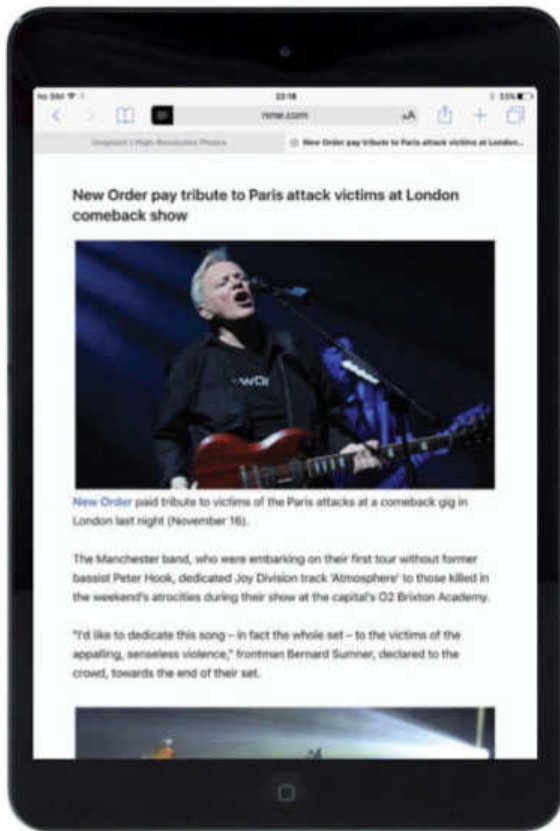


## 04 Tab view

iOS 8 brought an all-new tab view to Safari on iPad – tap the button in the top-right of the screen or pinch your fingers together on the page to view this screen. You can tap a tab to open it instantly or swipe a tab off the left-hand side of the screen to close it down.



# Getting started



## De-clutter the web with Safari Reader

Thanks to a new Safari feature, you can read fresh web content devoid of intrusive ads and page furniture



Browsing webpages through Safari on your iPad is a pleasurable experience, thanks to its intuitive interface and useful features designed to make surfing the internet as effortless as possible.

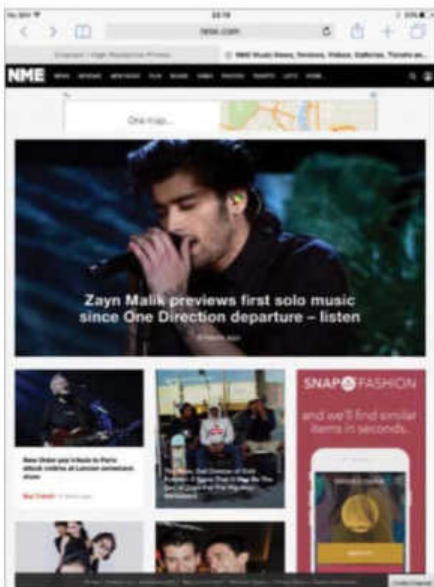
The Safari app has got even better over time with previous updates introducing key elements such as Reading List and Reader that are still going strong in the most recent software updates. The Reader feature enables you to read and enjoy web articles completely free from clutter, such as intrusive ad banners and links. If you have accessed a page that can benefit

from the Safari Reader function then a Reader icon will be visible to the left of the address bar. Tap on it and the page will undergo an instant transformation into a cleaner, easier-to-read format.

What's more, you are able to increase the font size to make it even easier to read and not get distracted by page furniture. It is a very quick and easy-to-use feature. To add to its simplicity, when you have finished reading the article and want to return the page to its original state, you just tap the Reader icon again and carry on as normal. Read on to find out more about this cool feature.

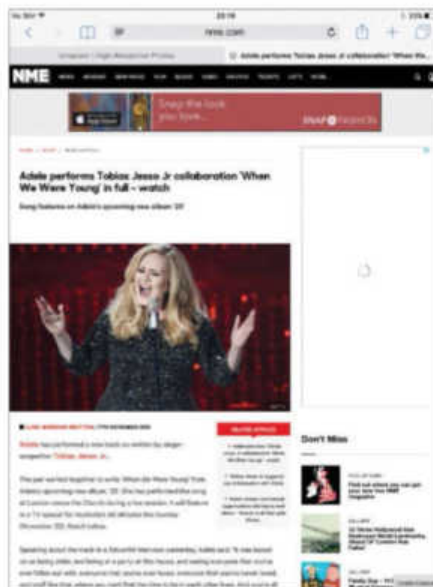
*"Read and enjoy web articles free from clutter, such as intrusive ad banners and links"*

### Safari [How to use Reader](#)



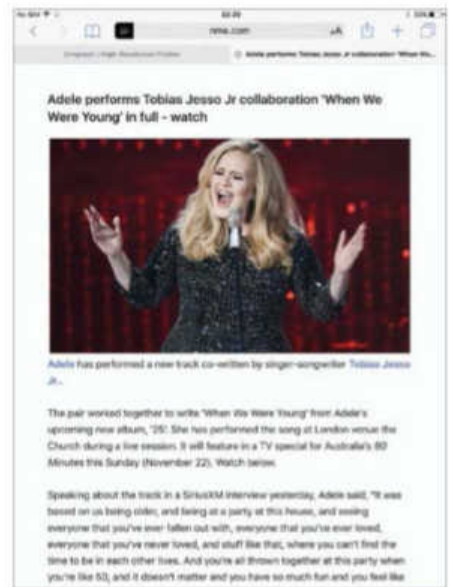
#### 01 Launch Safari

Launch your Safari app and begin browsing the internet. Keep an eye on the address bar for the Reader icon, which signifies that the page you are on is compatible.



#### 02 Find a page or story

Not every page on the internet is compatible with Reader. You will know when one is, though, because it will display a small list icon to the left of the URL.



#### 03 Tap Reader

When you find a page that displays the Reader icon, all you need to do is tap on it in order to instantly transform the page into a clear, easy-to-read format. It's as simple as that.



## Make pages easier to read

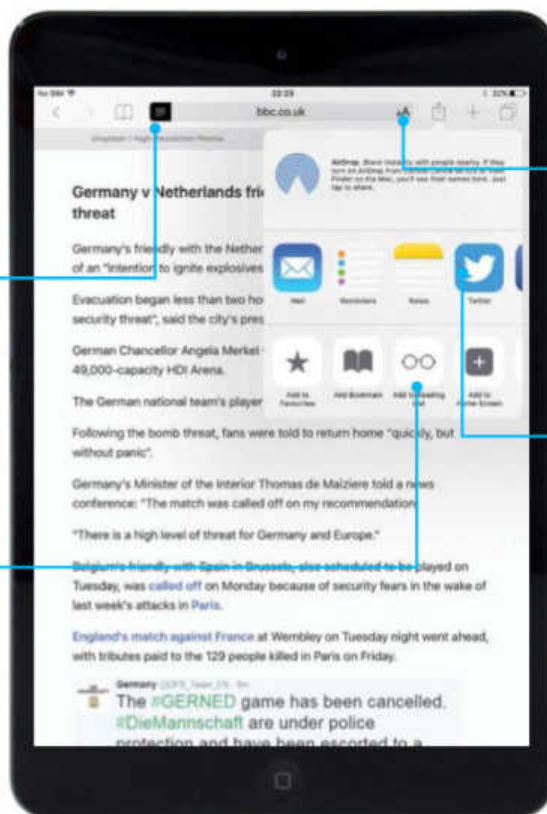
Make web articles cleaner with the tap of a button

### Enable/disable Reader

Tap on the list icon that appears to the left of the URL in order to enable or disable Reader. Not all web pages boast this feature

### Reading List

To store the article safely, without having to create a new bookmark, tap on the sharing icon and choose Add to Reading List



### Change font size

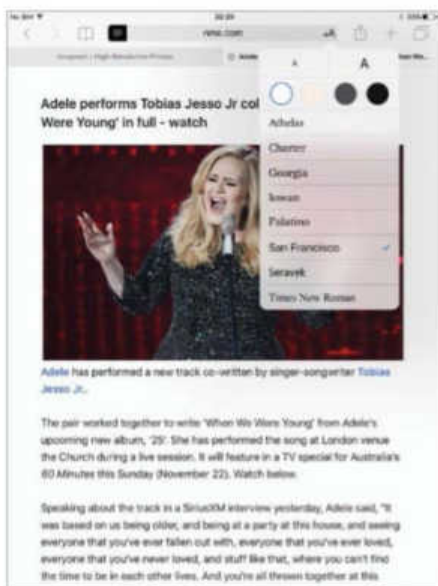
Tap either of the 'aA' icon at the top of the Reader page to increase or decrease the size of the text and make it easier to read

### Share icons

If a page or article that you come across is particularly interesting, you can share it with others via email, Facebook or Twitter. To do so, simply tap the Share icon and select an option from this menu

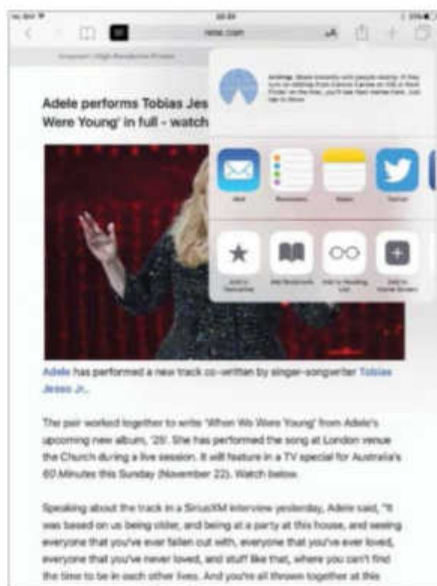
### iCloud compatibility

Safari is fully compatible with your iCloud, so all of your bookmarks and Reading List articles will be automatically synced, meaning you can continue exactly where you left off on a different device.



### 04 Change the text size

After dropping the option to change the text size in iOS 7, Apple reinstated it in iOS 8. Repeatedly tap on either of the 'aA' icon at the top of the page to increase or decrease the text size.



### 05 Add to Reading List

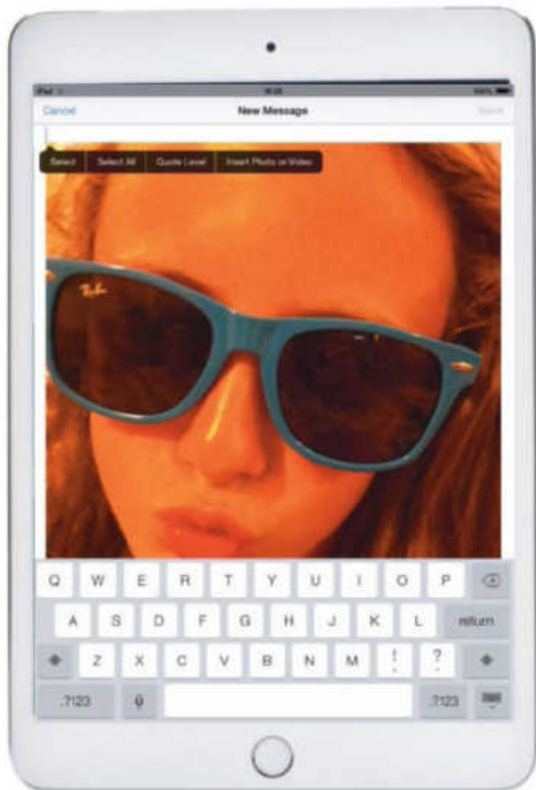
If you do not have time to read an article, you are able to add it to your Reading List. Just tap the sharing icon at the top of the screen and choose Add to Reading List.



### 06 Return to normal

When you have read the article, simply tap the list icon to the next of the URL again and your page will return to normal, so you can then continue browsing as usual.

# Getting started



## Explore the Mail app

Recent features to Apple's Mail app make managing your emails even easier than before



**When it comes to the way people use their iPads, one of the most convenient functions to perform on a tablet is managing emails.** The large touch screen makes it a beautifully simple way to view your emails, while messages are capable of displaying photos inside the messages themselves. It's much more engaging.

Recent updates didn't change the formula of Mail too much. The popular app displays your messages in much the same way, but there have been a few subtle but useful changes that will make it much easier to stay in touch in this way.

Swiping left on a message now allows you to quickly delete or flag it, while swiping right lets you mark an email as Unread. These gestures are simple, but they're so intuitive that they make managing your inbox a breeze. It's also quick to add images to messages by simply tapping in your message and then tapping the Insert Photo or Video option from the pop-up menu. Finally you can define VIPs. This is a great feature for contacting friends and family; their messages will appear starred, and will be sorted into a separate inbox with customisable alerts so you know as soon as they've got in touch.

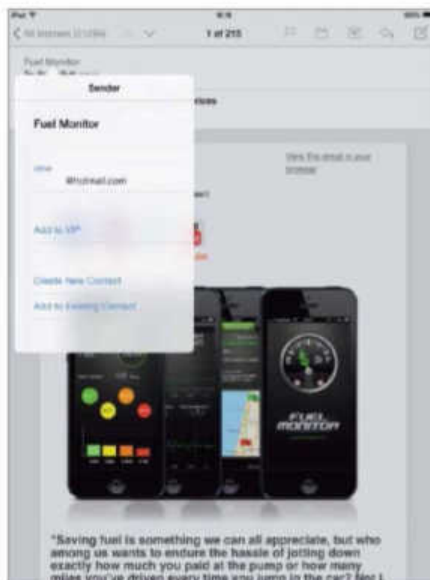
"The app still displays your messages in much the same way, but there have been a few subtle but useful changes"

### Mail Use the essential features of Mail



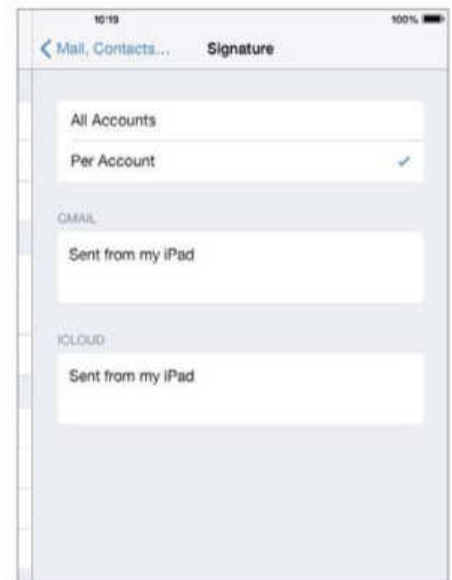
#### 01 Pull to refresh

If you swipe down on your inbox list to the left, you can pull the list of current emails down. This gesture prompts Mail to refresh and check the server for newly received messages.



#### 02 VIPs

To make a contact a VIP, tap their name and choose Add to VIP at the bottom of the list. This means you'll be alerted when an email from them arrives, and it will be sorted in the VIP inbox.



#### 03 Multiple signatures

You can also add multiple signatures to your accounts in the Settings app by going to Mail, Contacts & Calendars, choosing Signature and then Per Account, before typing out a signature.

## Use Mail's essential features

Understand all the recent changes to the Mail app

### Pull to refresh

It might seem like a small thing, but Pull to Refresh really will revolutionise the way you read emails on your iPad, with a simple, time-saving gesture

### Starry eyes

VIPs are sorted from other email senders with a star next to the emails they send. Unread messages have blue stars, while read messages have these grey ones

### Extra signatures

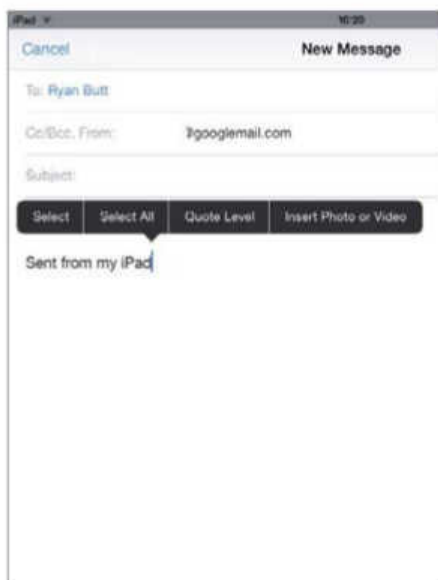
Before the update, you were limited to only one signature that was added to every account. In iOS 8 and later you can add one signature for each account – perfect for if you use your iPad for both work and personal emails

### Photo opportunity

Whereas sending photos used to require you to use the Photos app, you can now add photos within the Mail app itself, which is very useful

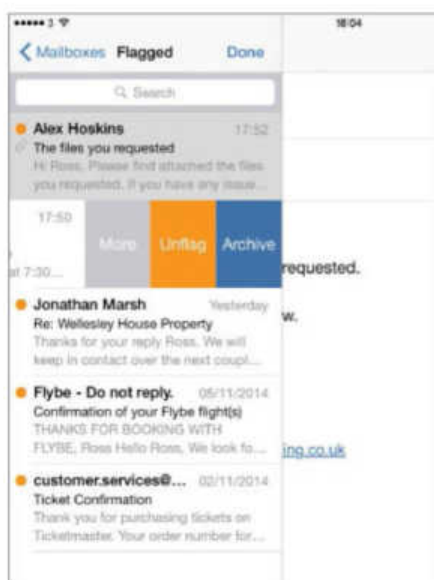
### VIP management

You can manage your VIPs within mail by returning to the Mailboxes section, then tapping the blue arrow next to the VIP Inbox. This will allow you to add more VIPs or get quick access to the VIP alerts section of the Settings app. You can also remove a contact's VIP status by tapping Edit, then hitting the Delete button.



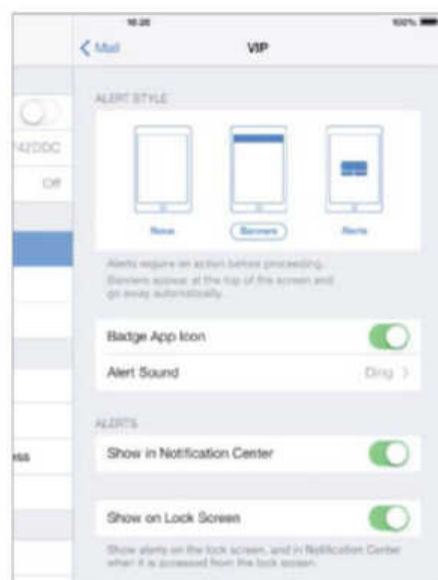
## 04 Inline images

It's very easy to add an image to an email; simply double-tap and then choose Insert Photo or Video. Then select your image from that pop-up menu and hit Add.



## 05 Inbox gestures

Swiping left on a message will allow you to quickly flag or delete it, while tapping the More button brings up a host of other options. Swiping right lets you mark a message as read or unread



## 06 Customised notifications

You can customise Notifications for VIP messages in the Notifications section of the Settings app. This way you will always know when your VIPs send you an email.



# Getting started

## Add photos and videos to Mail

Adding media attachments to emails is no longer a battle – now it's the work of just a couple of clicks



It may be hard to believe, but it was once quite a hassle to email images and videos to friends and family from your iPad.

In those dark days, you had to adopt an awkward workaround: first open up the Photos app, then select the video or picture you want to send and finally email it from within that app. When you think about it, it was an odd way to go about things; surely you should be sending email attachments from Mail?

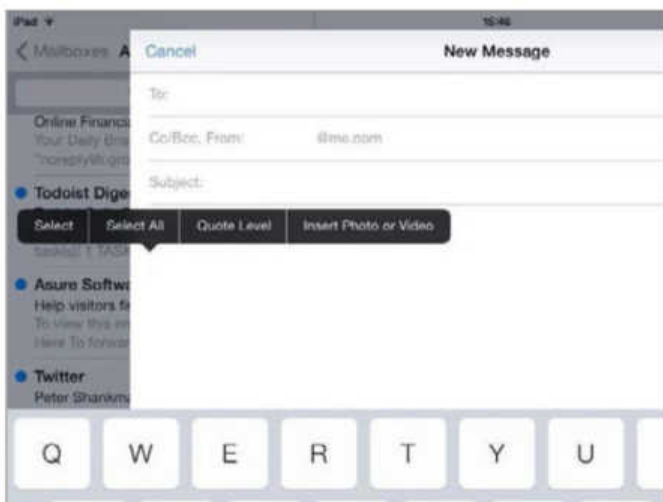
Since the iOS 7 update, things have been more like they should be. You can treat media attachments in the same way as you would in an email application on your computer – by adding them within the body of an email message. With a couple of taps inside your email message, you can open a media browser, add the video or image to the email, and send it. This means that the recipient will be greeted by the attachment as soon as the message is opened.

What's more while there was once a limit on the number of videos or images you could send at one time, with the latest version of Mail you can add as many as you want. So let's get started in making your emails that little bit more interesting!



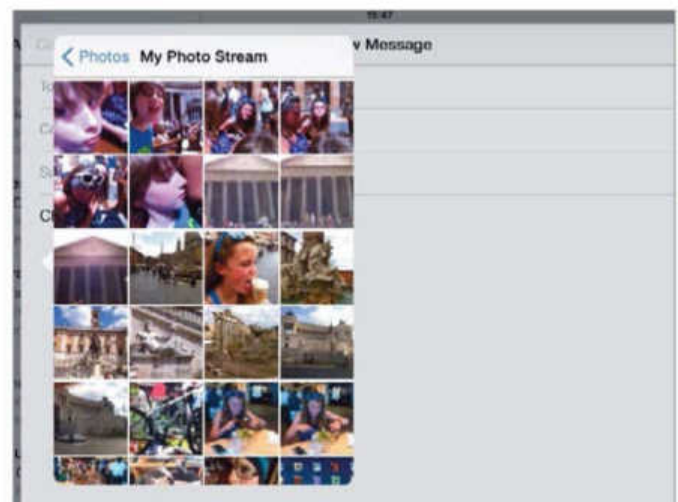
“Treat media attachments in the same way as you would in an email app on your computer”

### Mail [Add photos or video to email](#)



#### 01 Edit the message

To add a photo or video inside the body of an email, open up the Mail app and tap the Compose button to start drafting a new message. Tap inside the empty body of the message to bring up a popover menu. From this menu, choose Insert Photo or Video.



#### 02 Select the media

You can then choose the video or photo you want to add from within your Photos app, where all your images are saved. Tap the thumbnail preview of the one you want to add and it will appear in a Preview window. To add it to the email, tap Use.



## Attach media to emails

Get to grips with how to select images to send by email

### Inline images

Images or videos that you add to the message will appear in the body of the email. You can add more than one image or video to each email

### Preview images

You can preview images in this window before committing to adding them to the email message. If you like what you see, tap the Use button. If you tap Cancel you can return to choose another image

### Adding an image

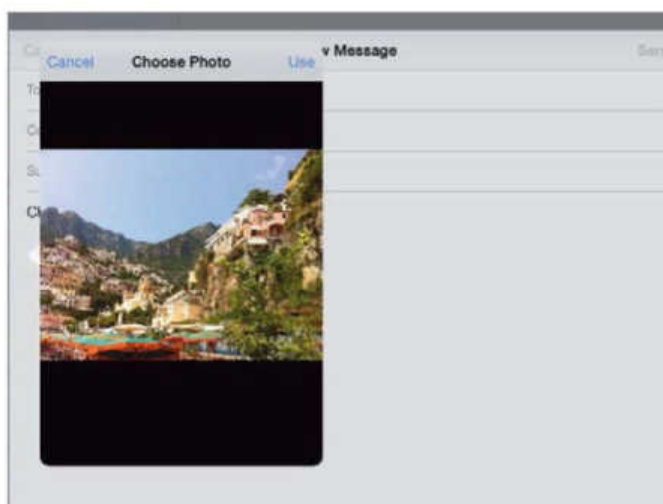
Tap in an empty area of the email body to bring up the popover menu. This menu lets you add images or videos directly into the body of your email

### Using the Photos app

Though this new method is great, you can still use the old method of sending media via the Photos app. To do this, open Photos, tap the Edit button, tap the thumbnails of the media you want to send, select the Share button at the bottom and tap the Mail option. That's still handy to know, because the older method has a significant advantage in one area: it's easier to select and add several images quickly. By contrast when you create your message in Mail, you can't add more than one image or media file at a time.

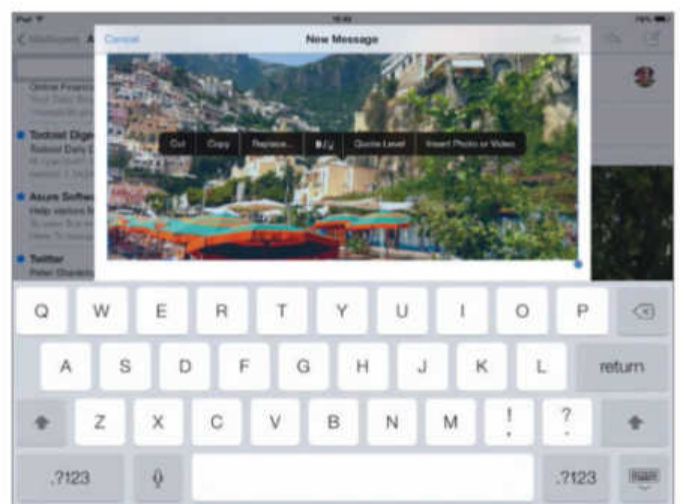
### Adding more

Add more images by double-tapping on an existing image or video. This brings up the popover menu, which will let you insert a photo or video next to the media you just tapped



### 03 Add more images

The image or video should now appear inside your email message. To add more images or videos to the email, just repeat the processes in Steps 1 and 2, tapping inside the email message and then selecting the Insert Photo or Video menu option.



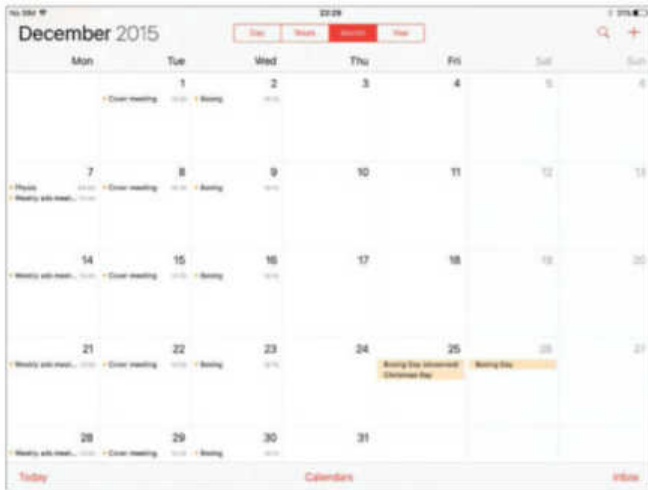
### 04 Cut images

If you change your mind, you can delete media from your email message. Tap and hold on the image so it's highlighted and then select Cut from the popover menu. When you've finalised your image selection, tap Send and it should be with your recipient in no time.

# Getting started

## Add an event in Calendar

If you often struggle to remember your schedule, make sure you never miss an important event with your iPad



**Tuesday 10** The Calendar app on the iPhone is pretty useful and very easy to use, but it is dwarfed by the sheer scale of the iPad equivalent. Like the Contacts app, Apple has gone with the classic analogue look and made the app look like an old-school, physical calendar. Of course, this digital version has a multitude of advantages over a real one. Firstly, you get the beauty of typeface rather than scrawled handwriting. Secondly, it's easy to undo mistakes. Thirdly, you can view it in a number of different ways.

Like all the iPad apps, the Calendar app is easy to use. So easy to use that you'll want to document every move you make using it, from eating breakfast to scheduling business meetings. Adding an event is simplicity itself, and the large screen size means that pop-up windows replace the screen shunting right or left as it does on the iPhone. All you need remains in front of you at all times. Once your events are created, you can edit and then view them in a number of ways as you change orientation via the top tabs of the app.

*"You get the beauty of typeface rather than scrawled handwriting"*

### Adding an event

You're never more than a few taps away from adding or editing an event in your calendar, and the interface is extremely simple

**Top tabs**  
These tabs change the view of the calendar. They are great if you want specific details for a day or an overview of an entire month. Tapping to change them is as intuitive as computing gets

**Search**  
This is a really useful function that negates the need for flipping through countless pages. You just type in a parameter and the app will find what you are looking for

**Pop-ups**  
The size of the screen means that pop-ups can jump between events whenever you tap them. This is a great and easy way to view specific information

**Slide navigation**  
You can navigate through dates on the bottom of the app by sliding your finger or just tapping on a date

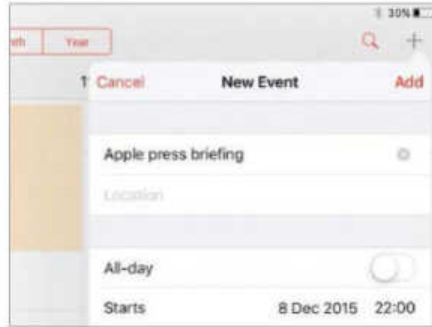
**Syncing**  
If you have an iCloud account, you can opt to sync calendars when you set up your Mail account. When the iPad is connected to Wi-Fi or 3G it will then use the push system to update any other computers or devices linked to your account.

## Calendar [Add an event](#)



### 01 Open the app

Open the Calendar app and turn the iPad horizontal to see the dual-page layout. Navigate to the day you want and then tap the '+' button located in the top-right corner.



### 02 Name your event

A small pop-up window appears in the centre of the screen, as does the keyboard. Tap the field you wish to edit – such as Title – and then name your event as you please.



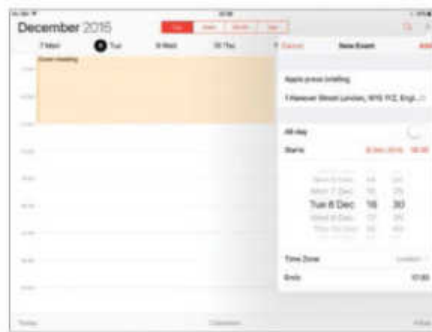
### 03 Add details

You can add as much or as little detail as you want, including the location of the event. You will have access to a full keyboard so you can go to town on the detail.



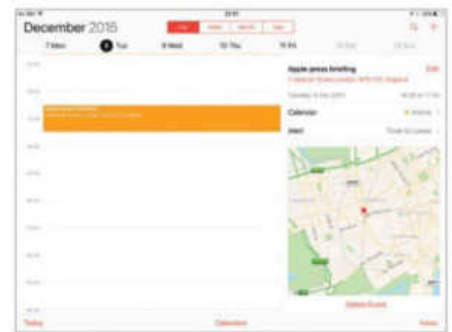
### 04 Give it a date

You now need to add the start and end date of your event, just to make sure you don't miss it! Tap on the relevant field to see the pop-up change into a new window display.



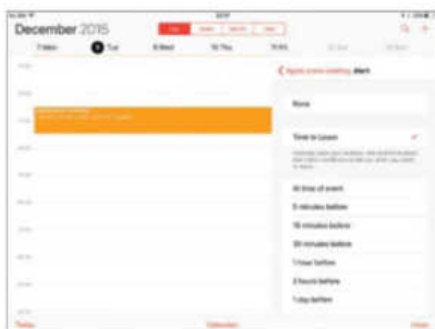
### 05 Select times

Use the wheels to select the date and both start and end times for the event. Otherwise you can toggle the All-day button if the event is likely to take up the entire day.



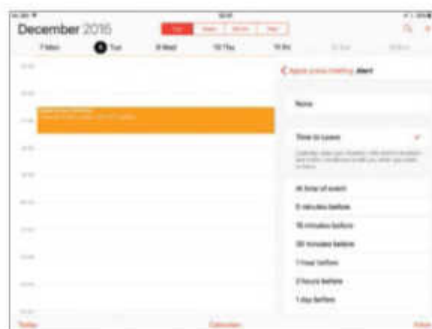
### 06 Tap Done

When you have everything in place, you need to tap the Done button located in the top-right corner of the window. Alternatively you can cancel it to return without saving.



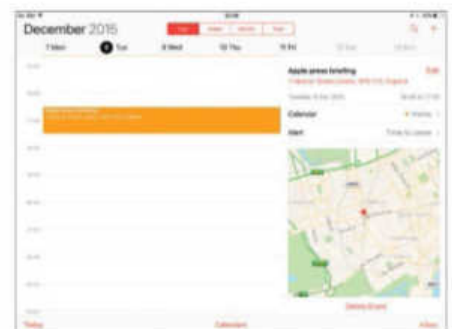
### 07 Set reminders

Tap the 'Alert' field to set reminders for the event. These will help ensure you don't miss an appointment. Alerts pop up on your iPad at the times you set them.



### 08 Tap it, save it

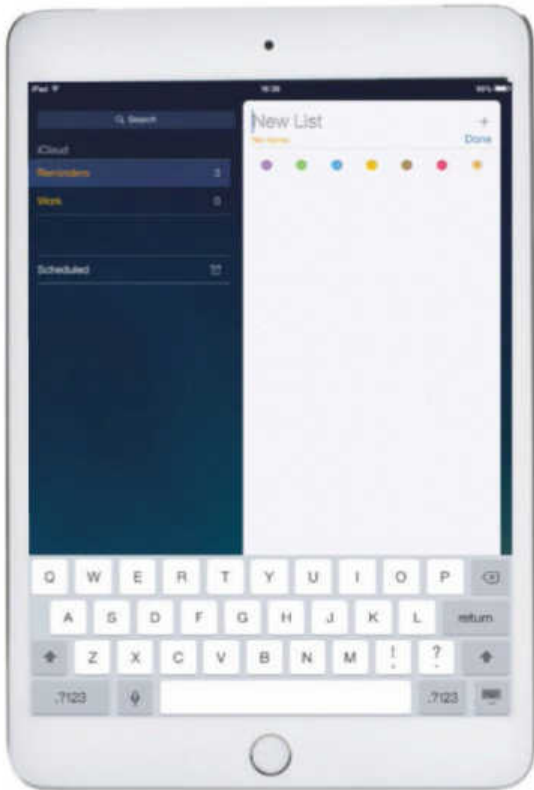
There are a number of options for alerts, ranging from at the event time to two days before. Tap on the option you wish to use and a tick will appear. Save your progress by clicking Done.



### 09 Save and view


Save your event and it will appear on the page. Tap on it to see the full details and to make changes. If you change your mind, tap the red Delete Event button at the bottom.

# Getting started



## Never miss an event by using Reminders

Thanks to Apple's task management app, you have no excuse for forgetting birthdays

 **We all like to think that our minds operate like super-computers.** As such, we utter the words, "Don't worry, I'll remember..." on an all-too-regular basis, only to forget whatever it was we said we'd never forget. To help, Apple has created its own task management app, and it's a cracker.

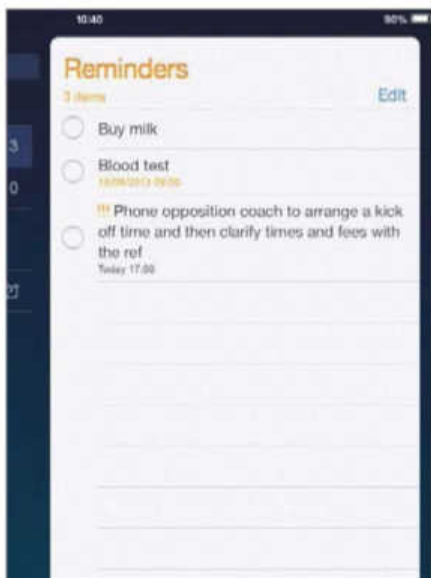
Reminders is an app that helps you organise your life by sorting your tasks into To Do lists, complete with due dates, notes and reminders to ensure that you never forget when something important is coming up. Simply jot down tasks, record when you need to do them by, then tick

each one off as you complete it. A great touch is that Reminders is location-based, so if you need to pick up something from the supermarket, you can be reminded with an alert as soon as you get close to the shop in question.

The app is also fully integrated with your Calendar, Outlook and iCloud apps, meaning that any changes you make to your Reminders list will update automatically across each of these facilities. In this tutorial, we guide you through the process of setting your own reminders and managing your To Do lists to enhance your day-to-day efficiency.

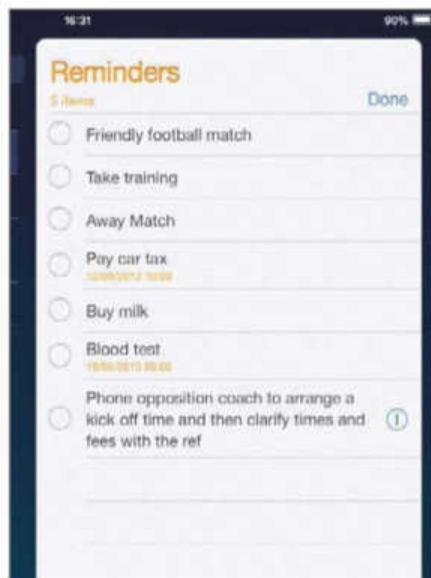
*"The Reminders app also works with Calendar, Outlook and iCloud"*

### Reminders [Set reminders for important tasks](#)



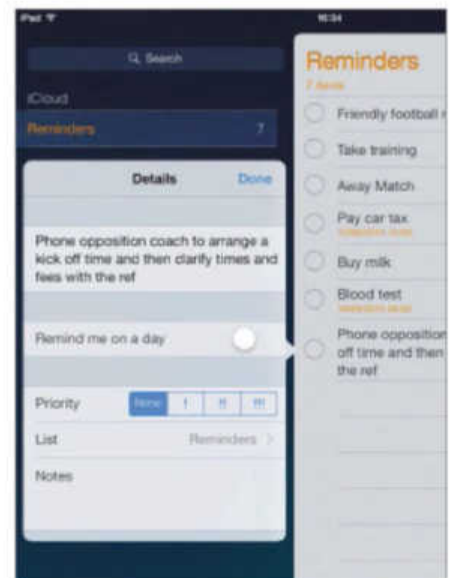
#### 01 Add a reminder

Within the Reminders app, you can immediately start compiling a To Do list by tapping either the paper, or the '+' button in the top-right corner. Use the default keyboard to type your reminder.



#### 02 Make lists

Add reminders to your To Do list by tapping the page or on Edit. The lines on the paper will even expand to neatly contain all of your text – just in case you have a complicated task to complete!



#### 03 Add details

Select a task and tap on the 'i' icon to view details. Tap 'Remind me on a day' to On, then use the trusty wheels and hit the date to choose when your device should alert you.



## Add reminders

Never miss anything you had planned again!

### Search

If you end up with vast lists of reminders – new and old – search for a specific reminder by entering some key words into the search window

### Your lists

You'll be able to access all of your reminder lists from the main menu. You can also create new lists to add to this section

### Your reminders

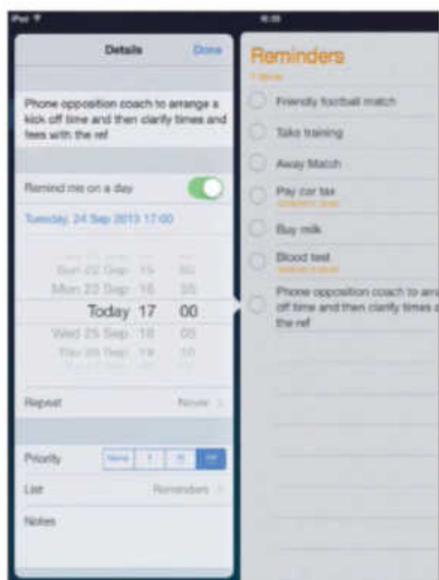
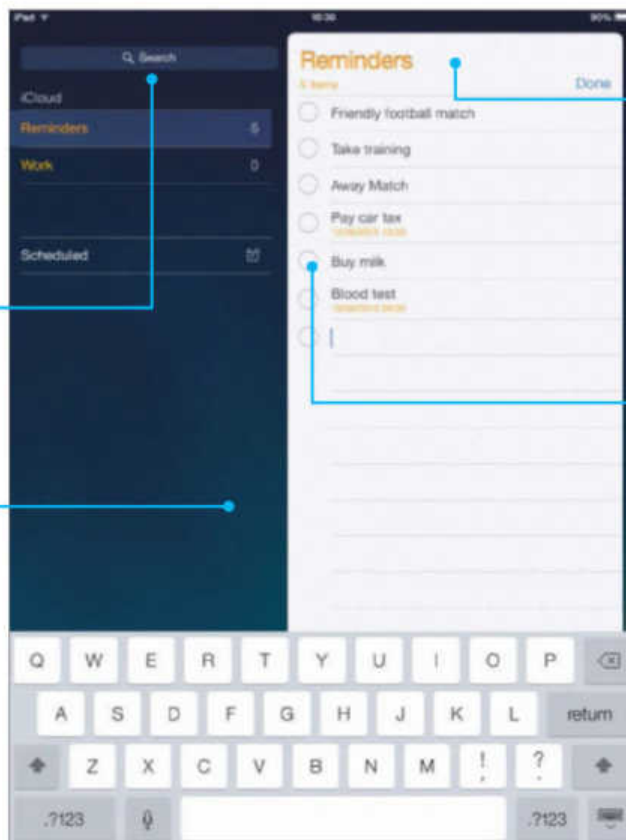
Tap the page or the '+' icon to add new reminders, and they will be presented as an easy-to-manage To Do list

### Tickboxes

Once you have completed a task, place a tick in the box and it will be removed from your reminders list and added to your Completed list for future reference

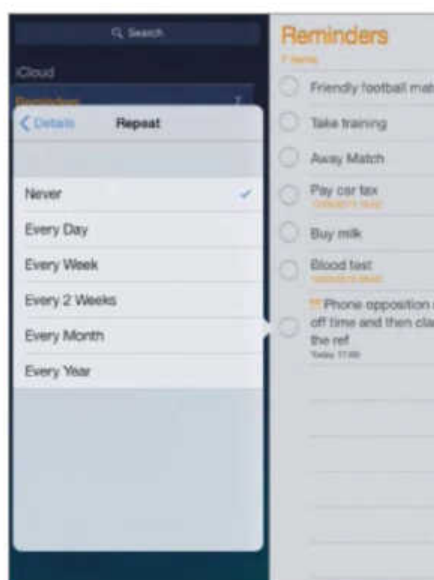
### Your system

By default, your tasks are arranged into Reminders or Completed sections. If you want to change the names of these categories or create new folders in which to store your reminders, tap the Edit button in the top-left corner, and start creating new places for your filing system.



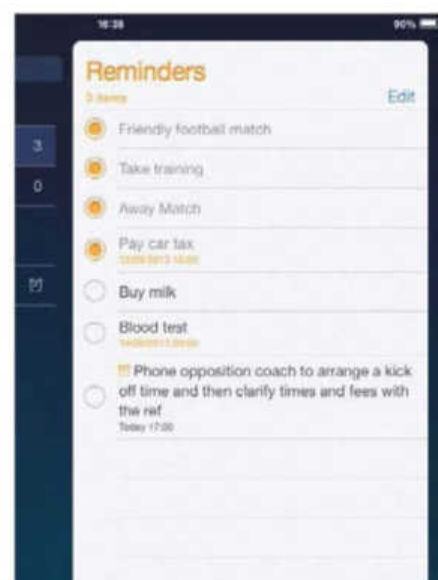
### 04 More options

You can set various other options, such as the level of priority, and add notes that relate to each task if you feel you may need more information. Tap Done when you're happy.



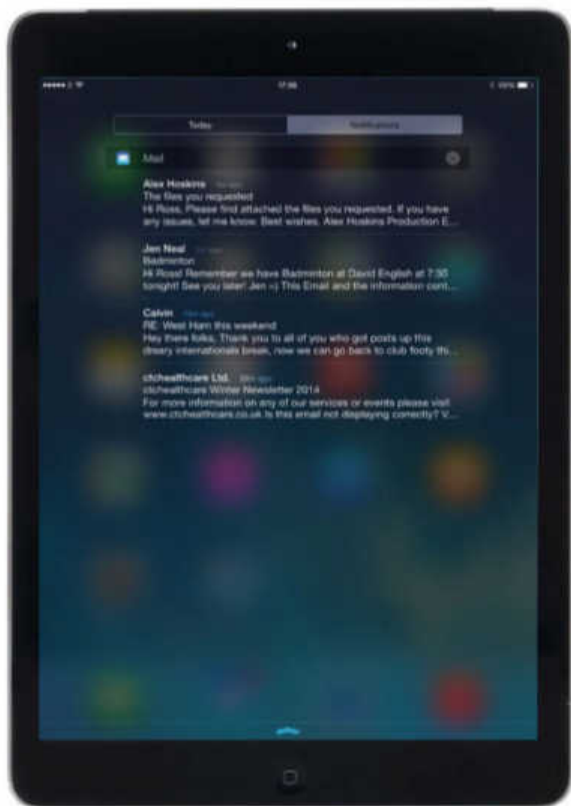
### 05 Repeat events

If the item you need reminding of is a frequent occurrence, you can also tap on Repeat and set yourself a timescale for repeating the reminder, such as every week.



### 06 Tick them off

Whenever a task is completed, tap the box next to it to add a mark. Reminders that have been marked will be added to your Completed list, making you feel good about progress!



## Customise your Notification Centre

Make sure you never miss a thing by setting up your very own personalised Notifications screen



Your iPad has always been good at notifying you about updates, messages, events and

so on. Introduced as early as iOS 5, this feature includes an enhanced suite to allow you to tailor all aspects of how your device gets messages to you. However, iOS 8 truly embraced the concept of personalised notifications to make sure your iPad can be a fully integrated lifestyle tool that you can depend on.

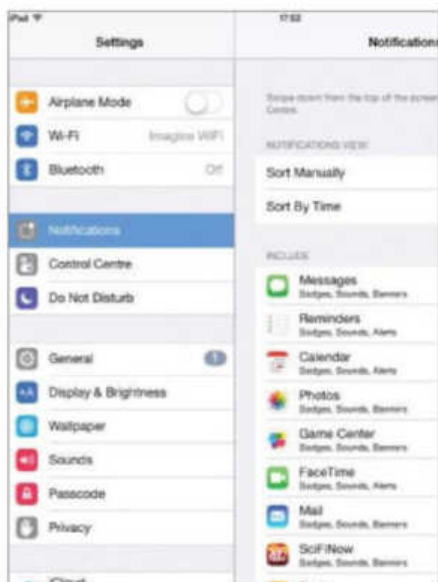
For example, you can opt to receive alerts on messages, notifications, news stories and even the latest scores – all of which can be delivered to the top of your

screen without disturbing the task you are in the middle of completing.

All you have to do in order to set up your own personalised notifications is go to Settings, choose the apps and select the order in which you would like them to appear in your Notification Centre and how you want them to alert you. To stay in the loop, simply swipe down from the top of the screen and you will be presented with a list of notifications for all of the apps you have chosen to feature. Here, we will show you just how to get the most out of this fantastic feature and stay up-to-date at all times.

“Tailor all aspects of how your device gets messages to you”

### Notification Centre [Set up and use your Notification Centre](#)



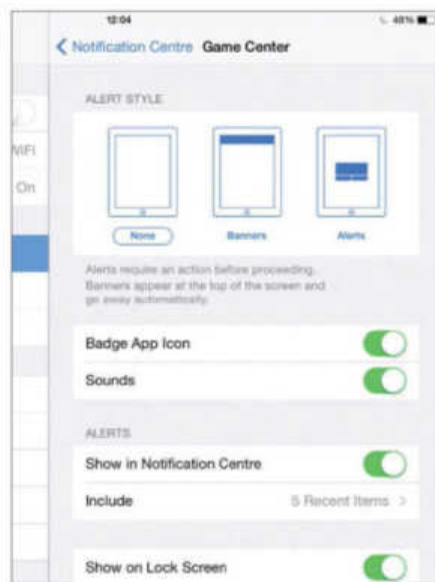
#### 01 Go to Settings

From your iPad's home screen, tap Settings, which is housed in your dock by default, then tap on Notifications, which should be the fourth option down on the list.



#### 02 Add items

In Settings, you can choose which apps are featured in the Notifications centre. Tap Edit, then hold the right-hand edge of each app strip and drag it into the desired position.



#### 03 Tailor notification options

Tap the arrow next to an app and you will see options that are specific to that app. Choose how many items relating to that app are displayed when a notification arrives.

## Tailor your Notification Centre

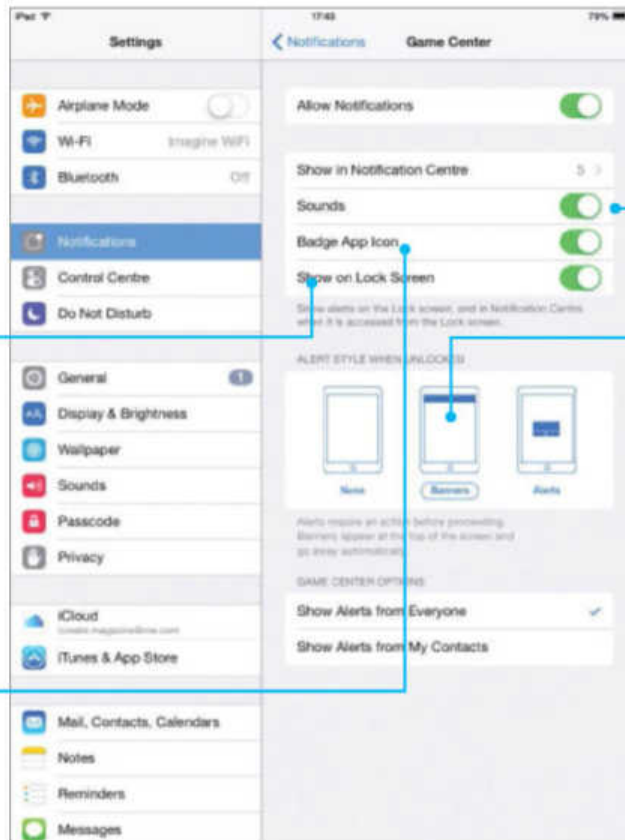
Personalise the news feed that's all about you

### View in lock screen

This option determines if alerts appear on your device's lock screen. It is good to have this activated so that you never miss a thing

### Badge icons

This slider will determine whether the icon for the app that is notifying you is displayed in the alert. It looks better if they are on



### Alert sounds

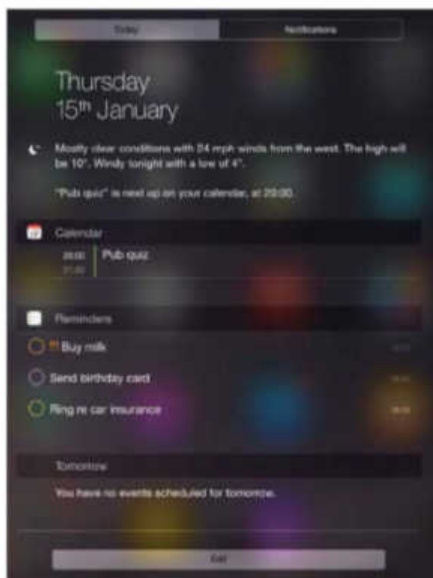
Here you can select whether to have a sound to accompany your alerts. If you don't wish to be disturbed, it would be best to keep this option deactivated

### Different styles

You can decide how alerts are conveyed to you; either by the standard-style Alert, via a non-intrusive banner, or no notifications at all

### Sorting your apps

You can sort your apps on the Notification Centre Settings screen by Time or Manually. Sorting by Time means that the order of alerts is based on the time at which they arrive. You can manually arrange the order of your Notifications by tapping 'Edit' and rearranging the apps by dragging them into place.



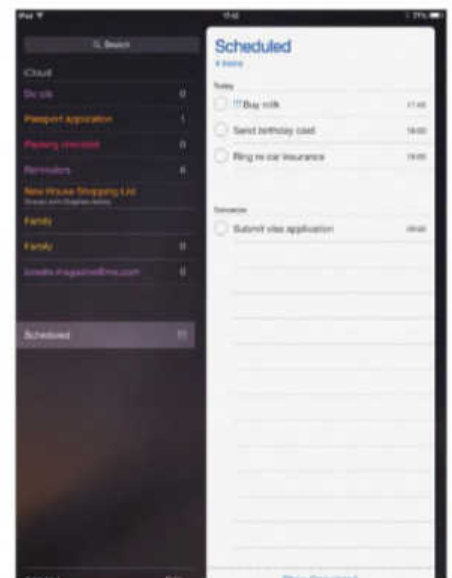
## 04 Access Notification Centre

Simply swipe down from the top of the screen to call up the Notifications Centre. In iOS 8 and later you can tap Edit to choose any widgets you'd like to show on this screen, like Calendar and Reminders.



## 05 Your alerts

Notifications arrive in the form of a message at the top of the screen and don't intrude with the app you are currently using, giving you the option to ignore it if you so wish.



## 06 Go to app

If you need to respond to a notification immediately, drag down your Notifications Centre and tap on the notification. You will then be taken directly to the specific app to carry out your desired action

# Getting started



## Instantly respond to notifications

If you receive a message or email, there is no need to leave the app you are in to deal with it...



**Your iPad can be used as a great communication tool, but what happens if you receive important emails while you're in the middle of doing something else on your device?** Not a problem, because by tailoring Notification Centre, you can respond to notifications without ever leaving the app that you're in or abandoning the task you're completing.

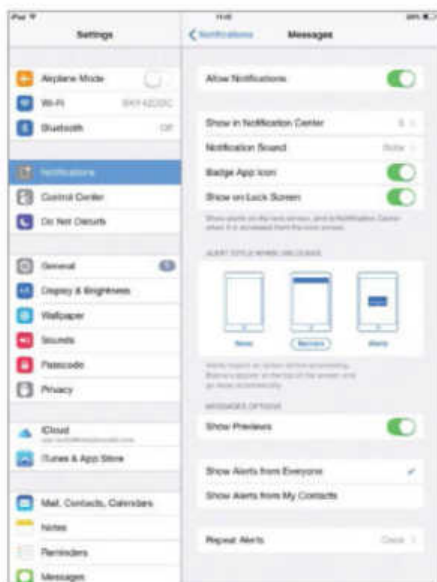
To get started, launch your Settings app from the home screen and tap on the Notifications section in the left-hand column. You will see all of the apps in your Notification Centre (which is normally

accessible by swiping down from the top of the screen), so tap on one, such as Messages, and then ensure that the Allow Notifications slider is moved to the On position. You can then select how you wish the notifications to appear on screen, such as Banners.

Once this is activated, whenever you receive a new message from that specific app, a banner alert will appear at the top of the screen to notify you. Depending on how urgent the message is, you can either launch the respective app to read and respond to the message, or swipe down on the message to read it and reply.

*"You can respond to notifications without ever leaving the app that you're in"*

### Notification Centre *Deal with notifications instantly*



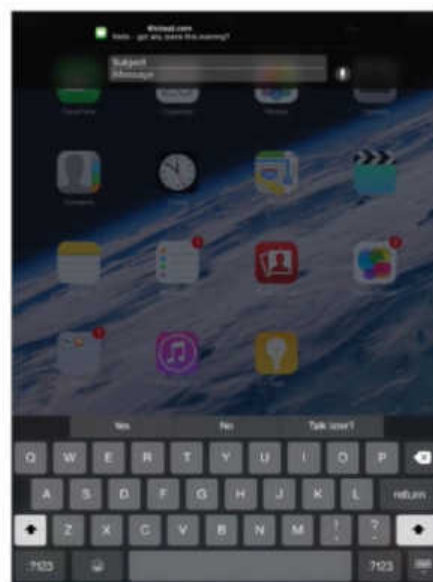
#### 01 Refine your settings

Launch the Settings app and go to the Notifications section. Ensure services such as Messages and Mail are included and set the alert style to Banners so that they appear at the top of the screen.



#### 02 Assess notifications

When you receive messages, non-intrusive banner notifications will flash up at the top of the screen. You can ignore them, but if you see that it needs an urgent response you can tap on it and pull down.



#### 03 Quick reply

Pulling down on the notification provides a means of responding to the message, no matter which app you are currently in. A text field will appear into which you can write your response.



## Respond to notifications quickly

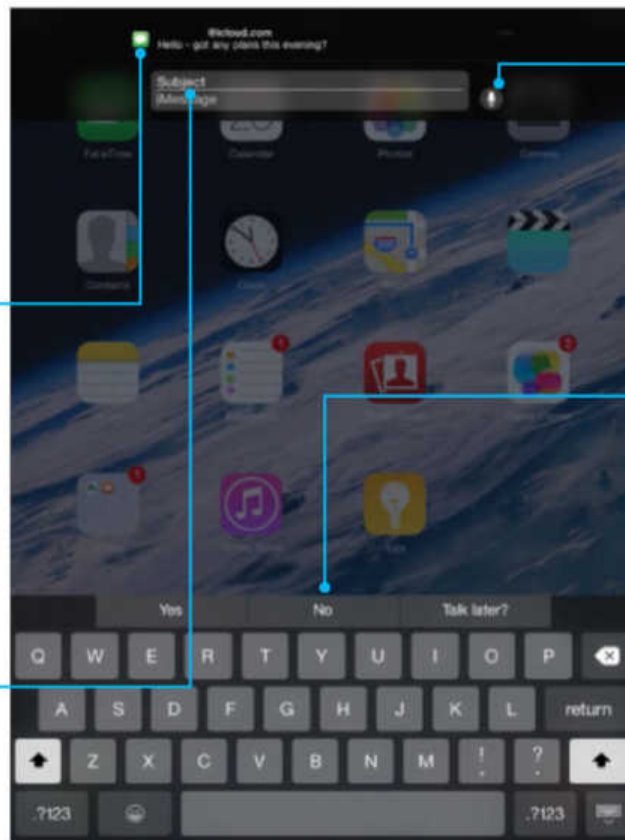
Reply to messages without leaving the app you're working in

### Message notification

With your Notification Centre settings configured correctly, banner alerts will appear at the top of the screen when you receive new messages

### Reply instantly

Pull down on the message notification to bring up the option to reply. Here you can add a subject and body text without leaving the app you are in



### Dictate your response

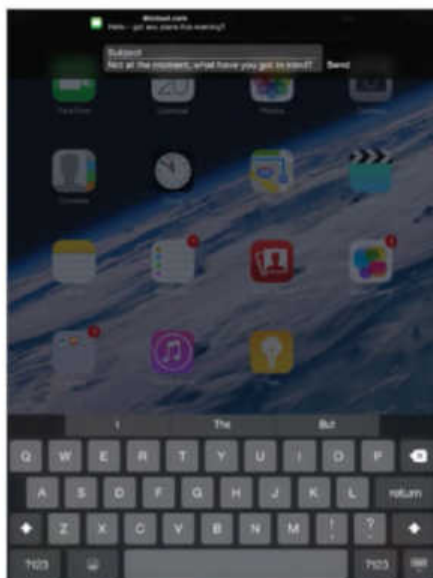
To make replying to messages easier you can do it hands-free. Tap on the microphone icon and speak your response to have it converted into text

### Predictive responses

The system is clever enough to provide quick responses based on the content of the message. Tap one of these to make responding quicker

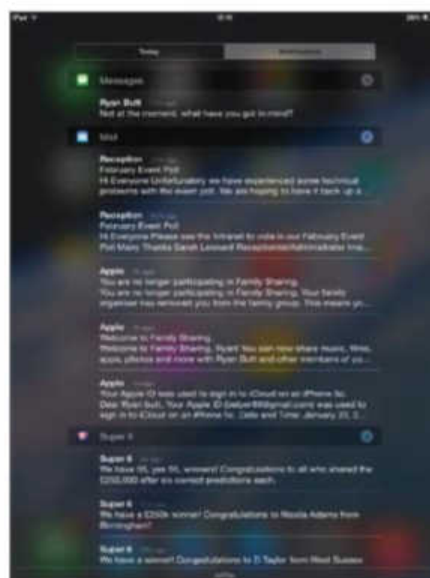
### Notification options

If you find that notifications crop up more regularly than you can manage, or if you receive important messages from particular apps, you can always set up audio or vibrate alerts. If you find this too intrusive, you can also activate the Badges option, whereby the app icon will display a number relating to the number of messages waiting for you to read and respond to.



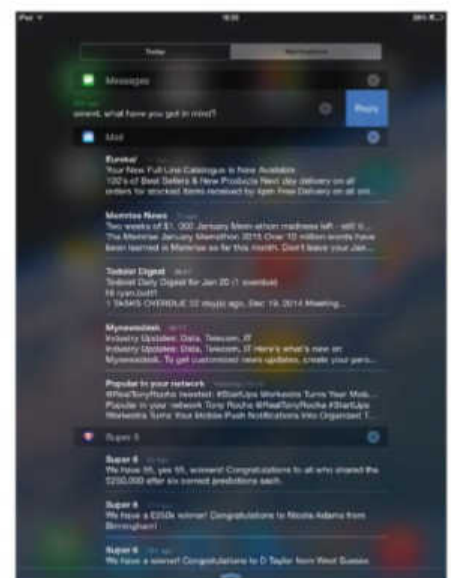
## 04 Do not disturb!

Enter a response and tap on the Send button to fire back the response. You can continue what you were previously doing with very little distraction, safe in the knowledge that your response has been sent.



## 05 View notifications

If you miss the banner notifications, you can still respond to messages and emails from your Notification Centre. To access this, simply swipe down from the top of the screen.



## 06 Manage notifications

Tap on Notifications to see messages and emails and swipe to the left on any entry to see options to Reply (for messages), Mark as Read or Archive (for emails). Close the Notification Centre by swiping up.

## Make calls using FaceTime

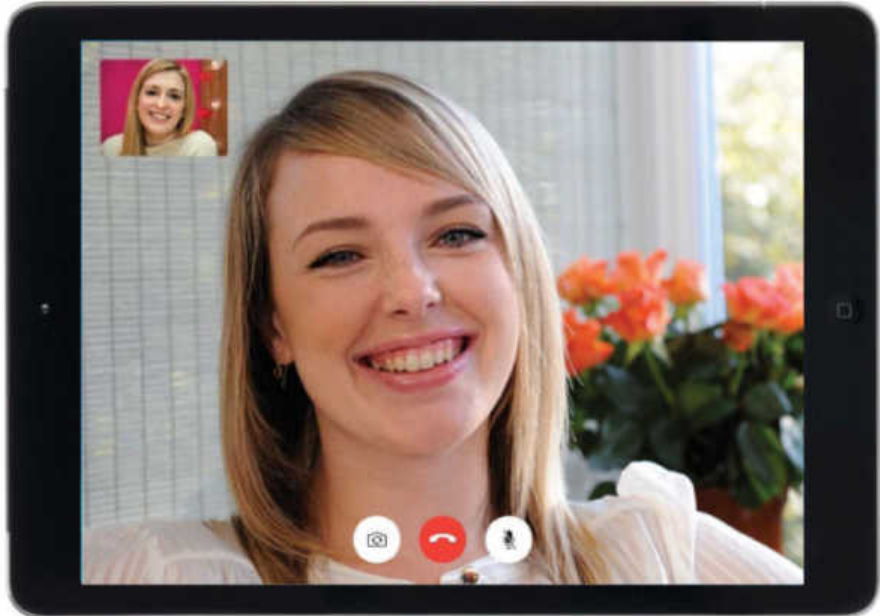
Here's how you sign up to FaceTime and call someone for a video conversation



It was a simple addition but a revolutionary one. The addition of dual cameras to the iPad 2 was a huge advance for Apple technology – one it's now hard to imagine our device without. This improvement was not so much for the ability to go out and take pictures with your iPad (the device size is not exactly designed for this purpose) but for use in video calling, capture and transmission apps.

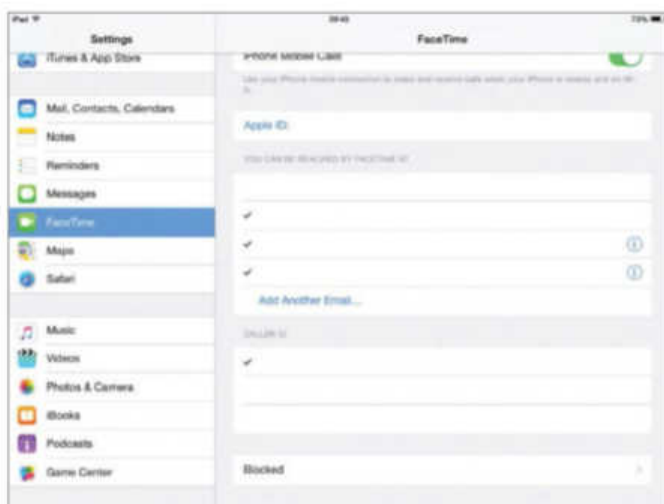
Yes, FaceTime is available on the iPad from its very own app. If you're used to the FaceTime iPhone app then you'll be right at home here. The cameras are the same resolution, so if you think your main screen image looks soft, that's because it's being displayed at the huge iPad size, not a tiny iPod touch screen size.

The first thing you need to do before any calls are made is to register FaceTime using your Apple ID. This is the ID that is used by Apple and the App Store for purchases. Once the Apple ID is set up for the FaceTime account, an email address needs to be assigned to it. This is the one that you will use to call others and they will use to call you. Once you're set up with that, you can speak face-to-face with all your friends.



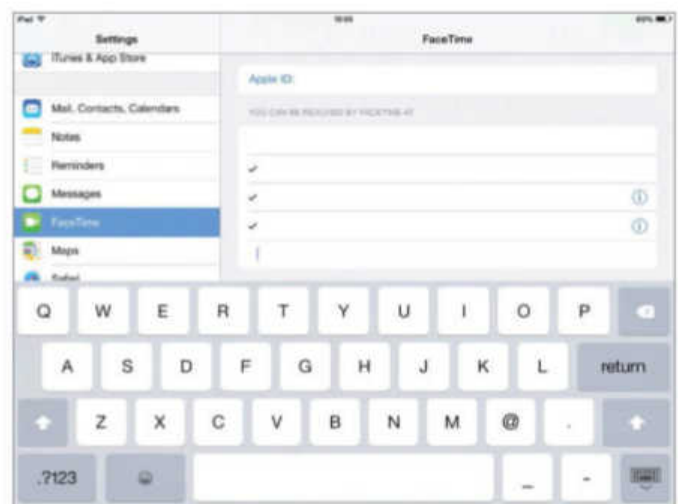
“Before any calls are made, you must register FaceTime using your Apple ID”

### FaceTime [Register FaceTime and make calls](#)



#### 01 Register your details

To register your details, tap on the Settings app and scroll down the list of built-in apps until you get to FaceTime. Tap on this and toggle FaceTime On. You will be required to enter your Apple ID. Enter the email address and the password and then tap Sign In to get started.

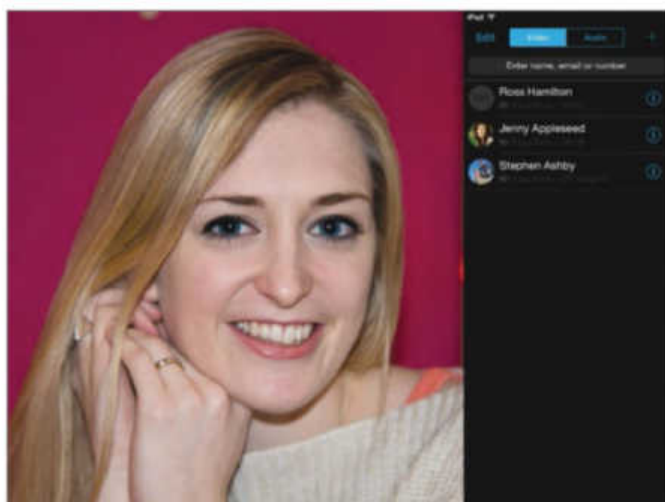
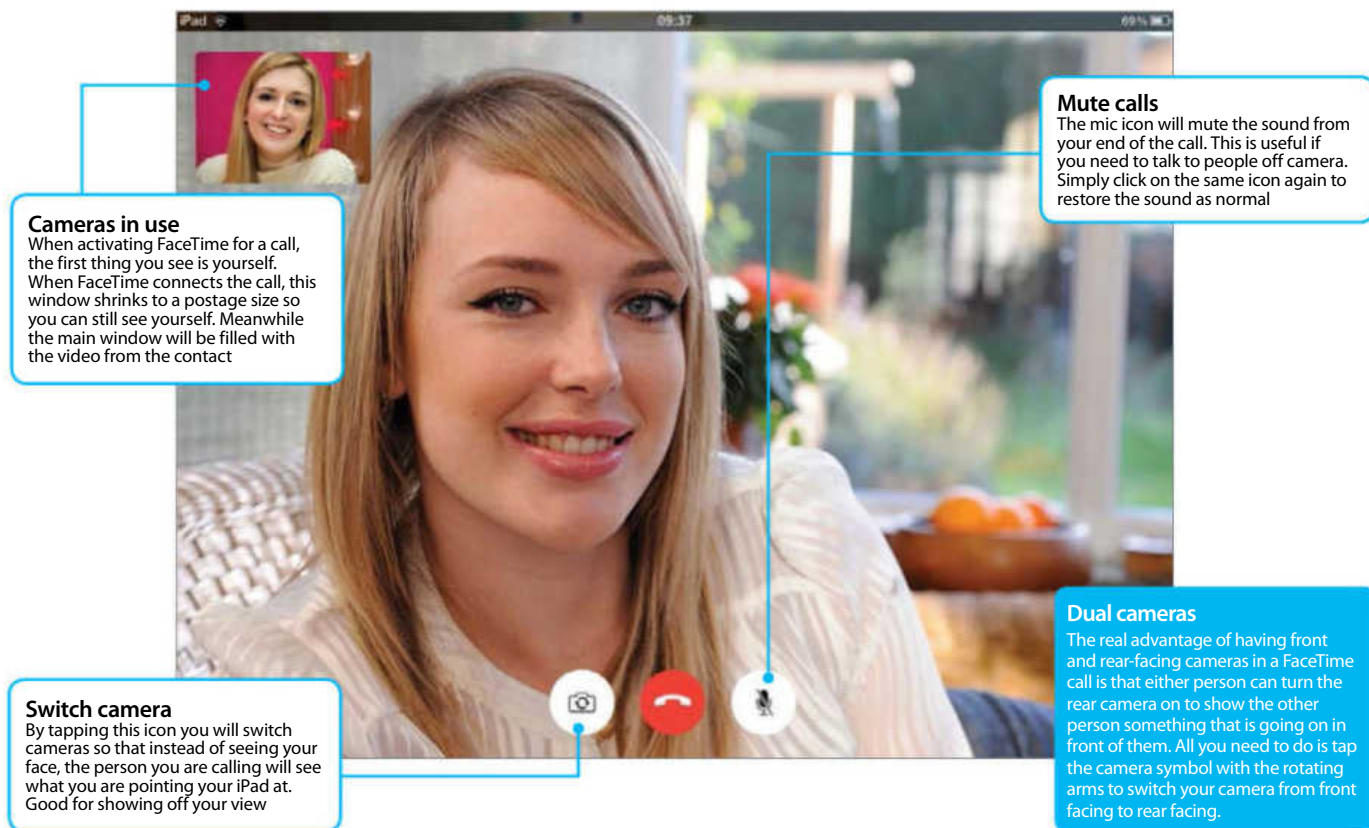


#### 02 Select an address

FaceTime can use different email addresses. Enter the one that you would like to use for your calls. If it's the same as your Apple ID account, it will be verified immediately. However, if it is a different email address, a verification link will be sent to that address.

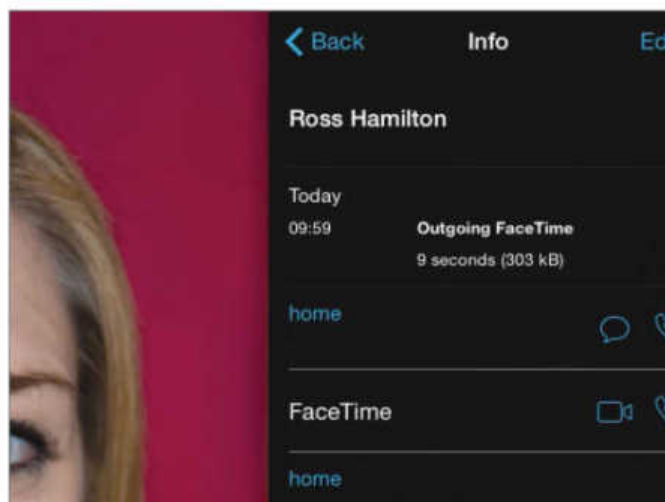
## Making a call

It's easy to make FaceTime calls. Just find contacts who use it and call away



### 03 Get into FaceTime

Once verified, your details will be displayed and FaceTime will be on. Exit Settings and tap on the FaceTime app. This will show the display from the front-facing camera and a list of recent contacts sorted by Video and Audio calls. To bring up a full list of contacts, tap the '+' icon in the top-left corner.



### 04 Make a call

Tap on the person whom you would like to call. If they have a FaceTime account then they will have a FaceTime option beneath their phone number. Tap on either the video camera to make a FaceTime video call, or the phone to make a FaceTime Audio call.

# Getting started



## Stay in contact using iMessage

Get to grips with Apple's messaging service and send unlimited text messages to your friends



**It has never been easier to stay in touch with your friends and family using your Apple**

**device.** Thanks to iMessage, you can send unlimited text messages to everyone you know for free, so long as you have a Wi-Fi, 3G or 4G connection.

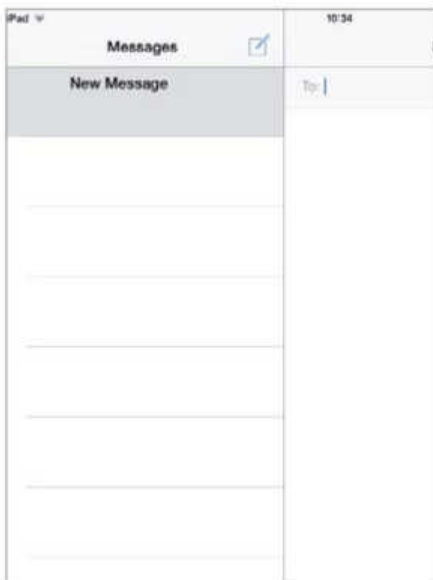
The app works exactly like the iPhone Messages app, letting you share photos, videos, locations and contacts around your social circles. This is a great feature for keeping everyone in the loop via group messaging. To start, tap the New Message button and enter the Apple IDs of the people you wish to contact. Then simply

enter your message into a text field, hitting the camera button to attach media, and tapping Send.

The interface of iMessage is fabulously intuitive. Most importantly, the service is absolutely free! So as long as both you and your friends have iOS 5 or above installed on your Apple devices, you can text without worrying about incurring a hefty bill. All messages can be tracked with delivery receipts, and thanks to the iCloud, you can start a conversation on one device and finish it later on another. Here we guide you through the process of using iMessage for the first time.

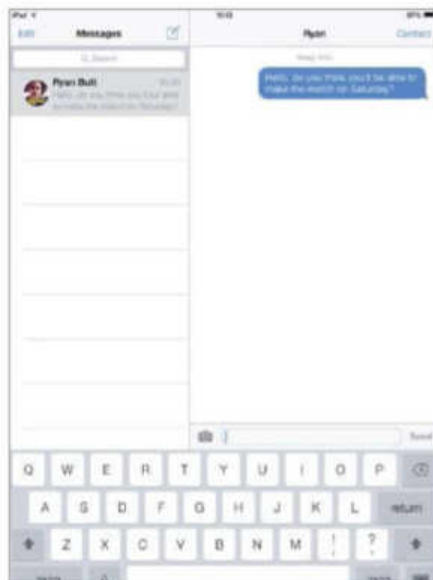
*"It's never been easier to stay in touch with your friends and family"*

### iMessage [How to text for free](#)



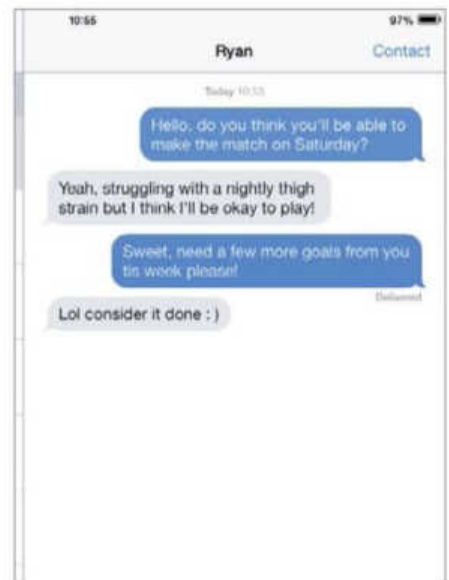
#### 01 Create a message

To kick things off you will need to tap the New Message icon (a piece of paper and a pen), and you'll be prompted to enter the Apple ID of the person you wish to send a message to.



#### 02 Type and send

Tap on the text field and type your message into the window. When you have finished writing what you wish to say, hit Send and your message will be delivered instantly.



#### 03 Quick conversations

The conversations will be neatly displayed in the main window, and the text will be colour-coded so you know who said what – blue will be your message and grey that of the recipient.



## Free and easy messaging

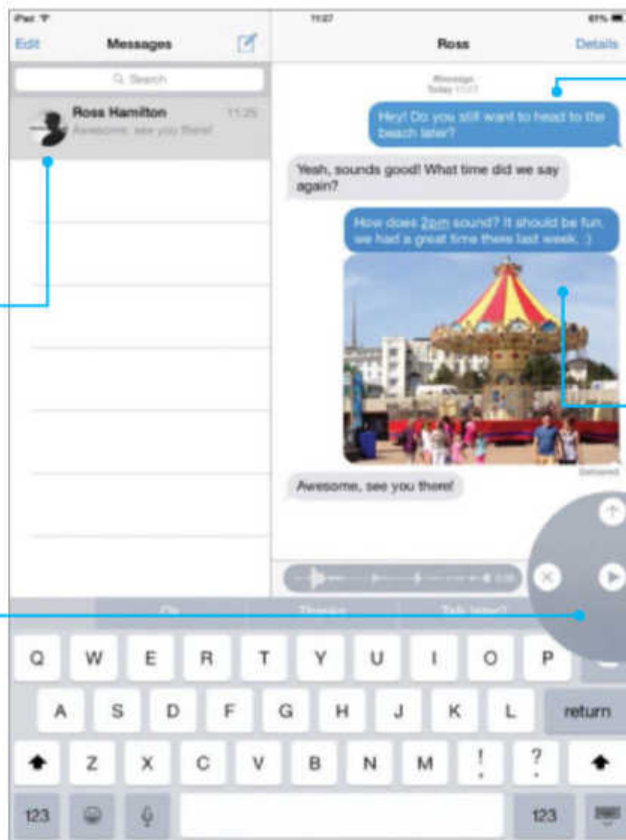
Quickly conversing has never been so easy

### Your recipients

All of your friends will be listed in the column to the left of the window. You can even bring in more people for group conversations

### Voice messages

Since the release of iOS 8, voice messages can be sent in iMessage. Simply hold down the microphone button to start recording and release when you're done. You can then replay your recording, swipe left to delete it, and swipe up to send it



### Delete messages

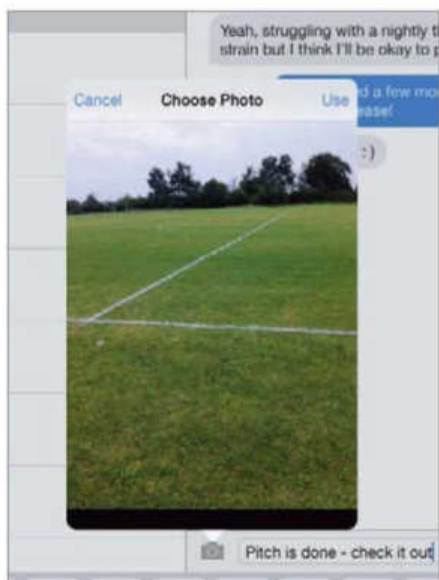
Delete messages by holding on the message and choosing More. Now select the message and tap on the trash icon

### Instant messaging

Sending messages is easy. Just tap on the text field, type what you want and hit the Send button. Each text bubble is colour-coded to make it easy to see who said what

### Adding photos

Images and videos can be added and attached to your messages. Just type your message as normal, and then tap the camera icon to select and send your chosen media. You can add multiple pictures or videos too.



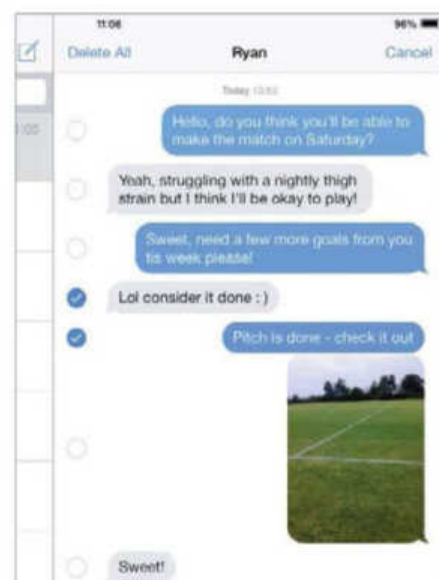
## 04 Add images

Once you have typed your message, tap the camera icon, pick a photograph you wish to send from your Photos app, and then tap Use to include it in your next message.



## 05 Notifications

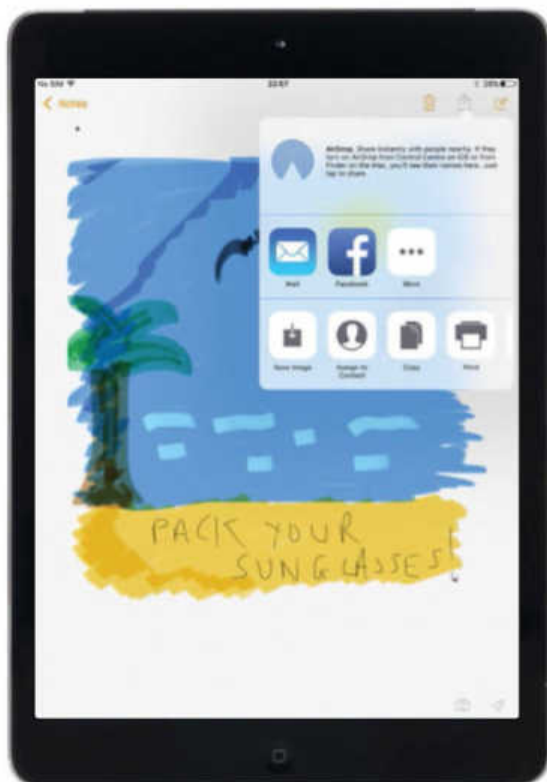
iMessage is automatically integrated with your Notifications, so if you receive any new messages you will be instantly notified. Drag down to reply straight away or tap to be taken to the app.



## 06 Deleting messages

If there are parts of conversations you want to delete, press and hold on the message then tap More. You can now select messages to delete. Once selected, tap the trash icon.

# Getting started



## Use the updated Notes app

Make your notes much more interesting and useful by using the new features in the Notes app

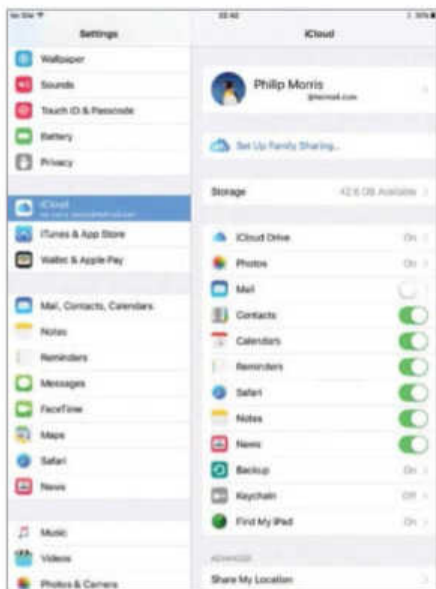
**The Notes app on iOS has long been a source of frustration for Apple users.** While it is a

functional tool that allows you to jot down lists and things to remember, it has traditionally been a basic, bare bones app. The iOS 9 update has brought great changes to Notes, giving users a raft of extra functions, such as the ability to format your notes and write in different colours. You can also add in photos and other handy memory aids, transforming your notes from bland documents to vibrant, interesting lists. Although many people will just want to use it to write

down an address or a booking reference number, there are plenty of times where a range of options will prove useful to people using the Notes app. The addition of a photograph can be a much better memory jogger than just text and it will stop the need to send photographs separately. Let's also not overlook the fact that doodling away on your phone is a lot more entertaining, too. This tutorial will take you through the steps of changing the fonts and formatting of your notes as well as instructing you on how to add in extra attachments, such as photos.

*“iOS 9 has brought several big changes to Notes”*

### Notes [Format your notes](#)



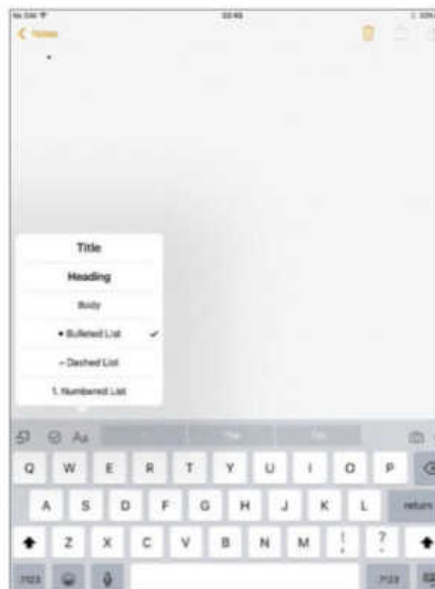
#### 01 Turn on iCloud

When you first load up the Notes app, you will be prompted to turn on iCloud for Notes. Do this by tapping Settings and then pressing the slider that says Notes.



#### 02 Begin using Notes

Return to the app. There are some pre-set folders on the left and a blank screen on the right. Tap the top right-hand corner of the screen to start a new note.



#### 03 Add bullet points

Tap the 'Aa' icon, which is located just above the keyboard. This will bring up the list of formatting options. Tap your chosen one, type your note then press Return to drop a line.

## Add extra reminders

Give yourself a visual clue of your note's content

### Highlight image

Tap on the image and hold it. This will give you the option to remove it from the note, copy it or share it with a contact

### Size options

One slight problem with the addition of images is that there is no control over what size they are, so you can't shrink them down

### Multiple options

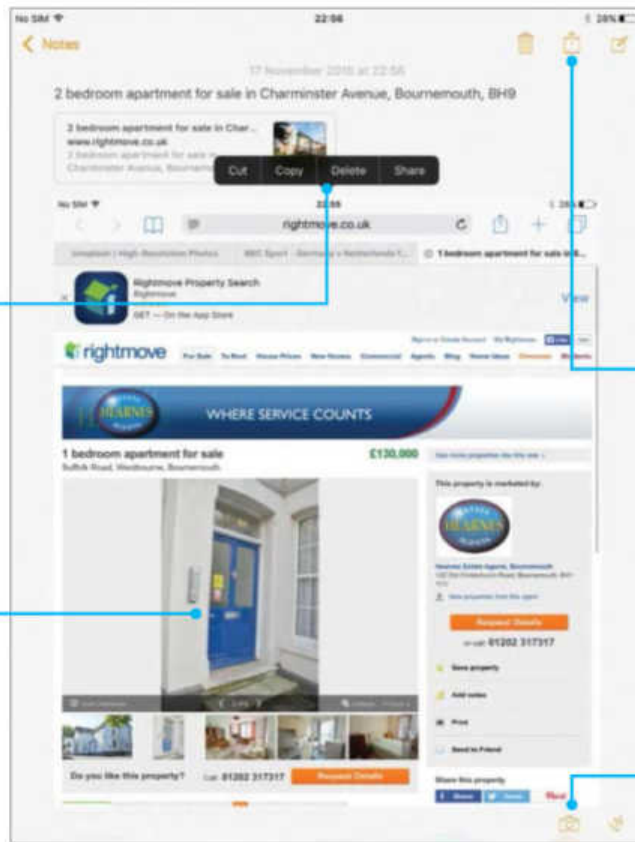
It's not just photographs you can add into Notes. You can paste in maps, for example, to keep an offline note of a destination. It will support third-party apps as well, once developers add the ability to put their content onto Notes in their app code.

### Share the note

In the top right-hand corner is an arrow in a box. Hit this to share your note with selected contacts via messaging, social media or AirDrop

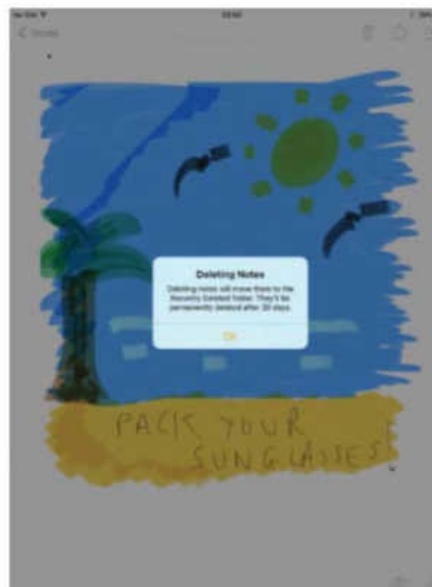
### Take a photo

You should see a camera icon on the right of the screen. Tap that to add a new or existing photo to the note



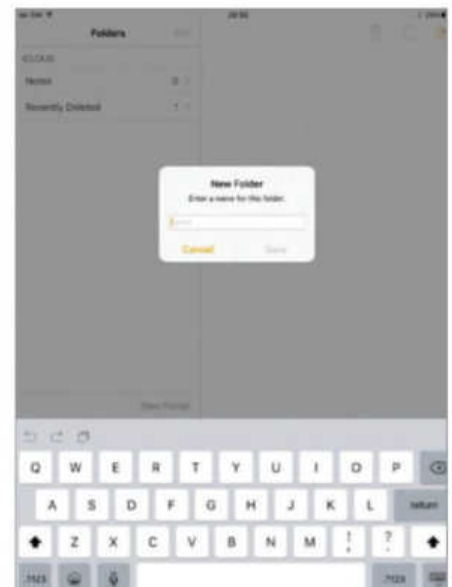
### 04 Scribble your notes

Tap the squiggle on the far left of the screen. This will display all the handwriting options available, such as pens, pencils and colours. When you're finished, hit Done.



### 05 Delete a note

If you no longer need your note, tap the Bin icon in the top right-hand corner of the screen. If you delete a note by accident you can still find it in the Recently Deleted folder.

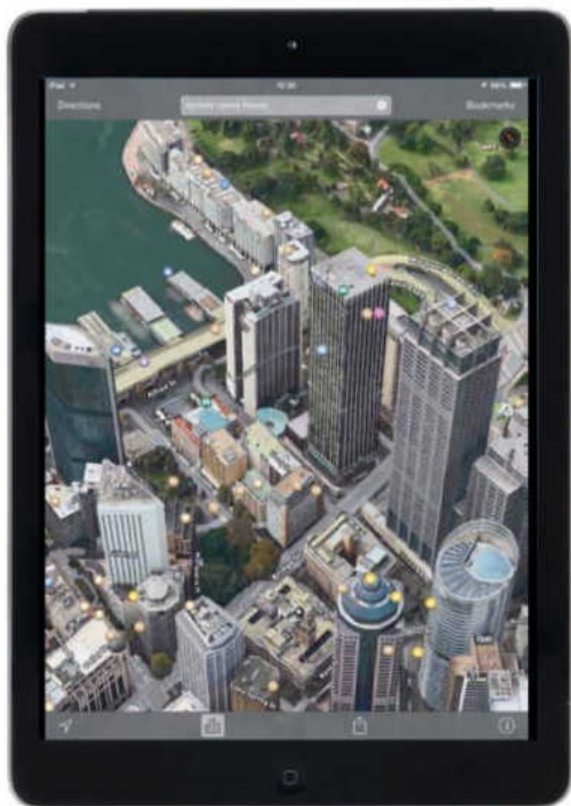


### 06 Add new folders

At the bottom of the app's home screen is an Add New Folders option. Tap this and enter a name of your choosing. The new folder will appear on the left sidebar.



# Getting started



## Get to know the Maps app

Everything you need to know about the fresh new face of the Maps app for iPad

Ever since the iPhone and the iPad first launched, Google had provided the mapping experience on iOS. Then, with the release of iOS 6, Apple struck out on its own and created an app from the ground up. They started completely from scratch when they began designing the app, and along with data from Yelp and TomTom, it has created a beautiful application with some amazing features that will certainly boost your experience.

Maps now includes turn-by-turn navigation, effectively transforming your device into a handheld satellite navigation

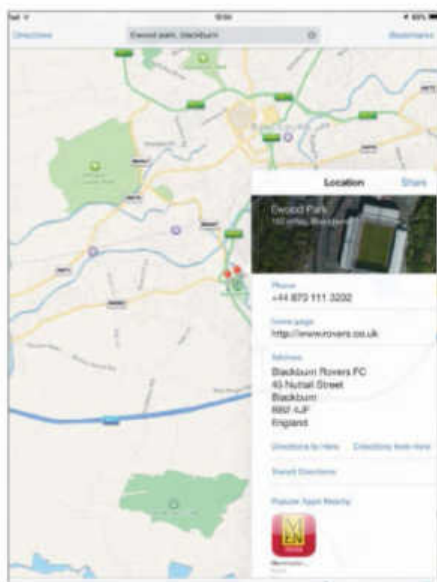
system. With a 3D view and Siri integration on the new iPad, you can simply tell it where you want to go and follow the instructions as they are read out to you.

The new app also includes a 3D view of major cities around the world; when you're viewing a city in the top-down view, dragging two fingers upwards will allow you to effectively fly through the city and pan around in 3D.

We've taken a look at all the brilliant new features below, so read on to find out more about this fantastic app. Before you know it you'll be wondering how you got around before it was a part of your life!

*"Apple has struck out on its own and created Maps from the ground up"*

Maps [Get the latest maps data](#)



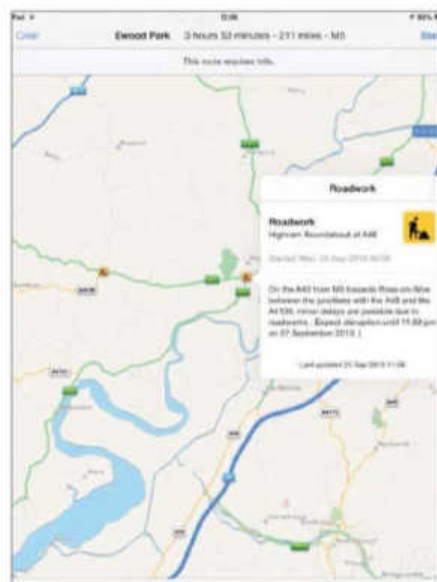
### 01 Information

With the help of Yelp, there are now over 100 million added points of interest around the world. Tap on one and this useful window will appear, showing information and options.



### 02 Directions

In the top-left of the screen you will see the Directions button. Tap this and you can get directions instantly – you'll even get a sat nav-style 3D view to help you navigate the landscape.



### 03 Traffic

The TomTom data also includes updates on any traffic problems. Tap an icon and you can view the time and details for each hold-up, enabling you to plan your journey around it.



## Navigate the Maps interface

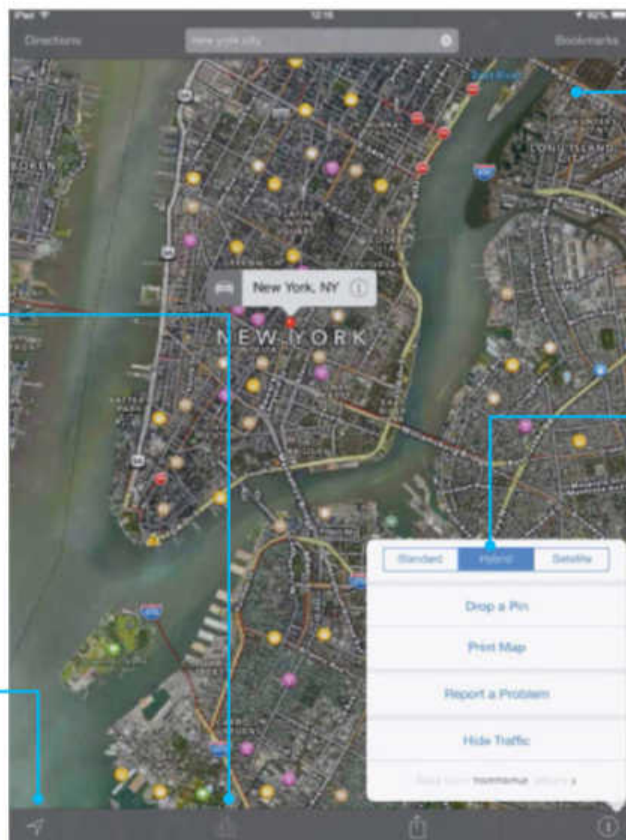
Find your way from place to place in a breeze

### 3D mode

To move into 3D mode you can either drag two fingers upwards to change the angle, or tap the 3D button in the bottom-left to change it automatically

### Location data

The app still allows you to find your current location using the button in the bottom-left, with your location shown as a blue dot



### Re-aligned

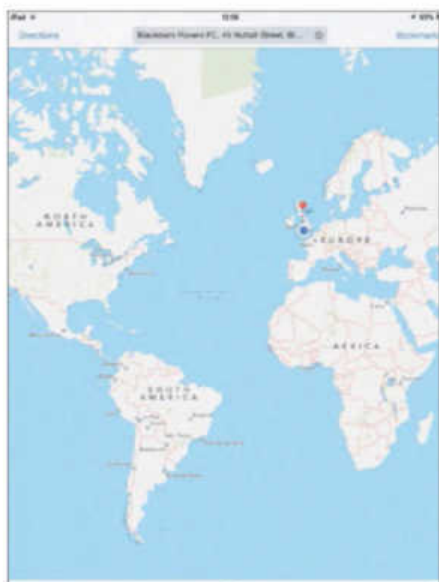
If you rotate the map with two fingers, you can realign the map to face north by tapping the compass icon in the top-right of the map

### View options

Tap the icon in the bottom-right and you will see more options. You can view the map in different ways or show or hide traffic information

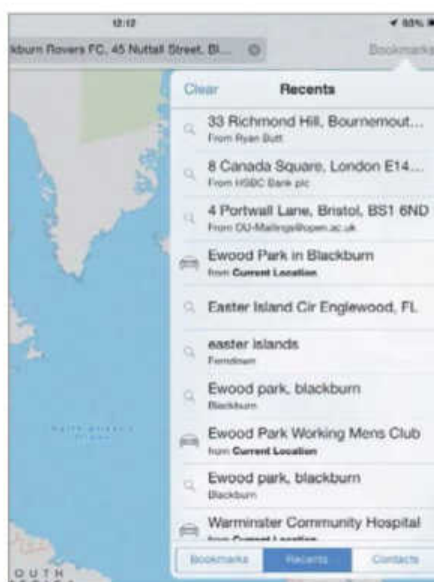
### Always developing

The Maps app is still in early development with Apple. While there are some features that are missing, and locations that can't be found through a search, the whole maps database will only improve in coming years. It's constantly evolving, and there's plenty more to come.



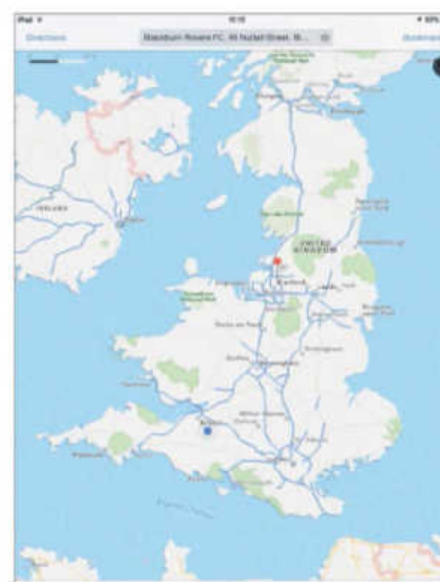
## 04 The world

In the Maps app you can no longer zoom out to the extent of seeing the entire globe, but you can zoom out to see most of the world, then you can simply swipe to scroll around it.



## 05 Bookmarks

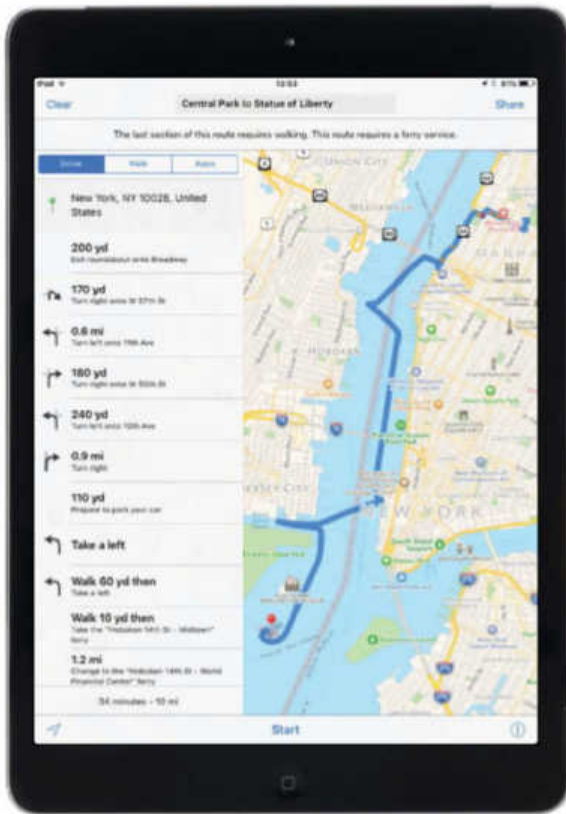
Just like in Google Maps, your recent searches will be saved to the app's Bookmarks menu for quick access. You can also find your contacts and bookmarked locations included here.



## 06 Rotation

Just as in Google Maps, the new Maps app lets you use two fingers to twist the map around. This is perfect if you're following directions or need to get your bearings.

# Getting started



## Navigate in Maps

Never get lost again using the Maps app's amazing turn-by-turn navigation, plus many more excellent new features available as part of iOS 9



**You will be hard-pushed to find a better navigational companion than Maps on your**

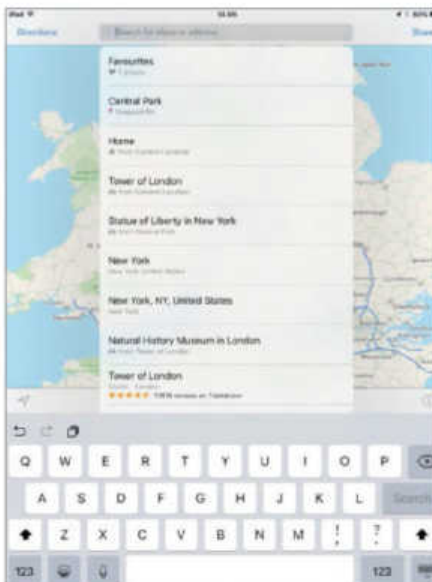
**iPad.** This app has everything you need in order to find your way when setting off on a trip, or explore brand new and exciting places. It's your 'go-to' for discovering how to get there from the comfort of your own home. What's more, thanks to enhancements made to the app through the iOS 9 update, the new Transit view helps you make use of public transport to see all possible train, bus and metro links to and from your chosen destination. And if such information isn't currently available

in the place you are visiting, the Maps app will suggest a range of third-party apps that you can download to help relay the information that you crave.

Another worthwhile new feature is the enhanced search function, which lets you search for places and activities nearby. So if you're hungry you can check out the best restaurants, or if you're up for some entertainment then the Maps app will highlight all of the places of interest near to your current location. All this plus the regular turn-by-turn navigation and 3D flyover features that have steadily made the app so essential.

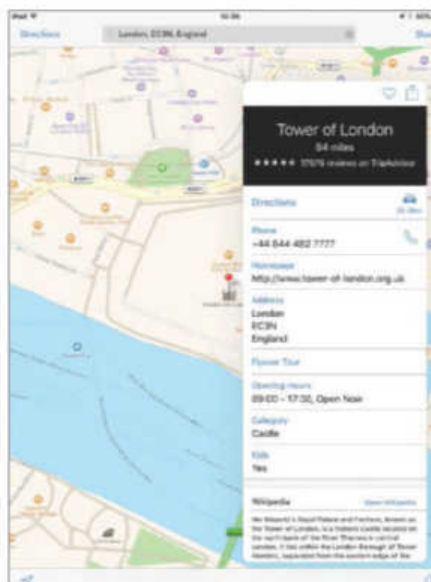
*"The enhanced search function lets you find places of interest"*

### Maps Find your way around



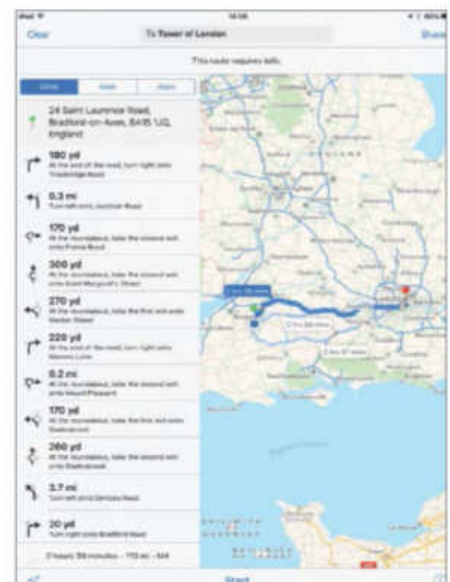
#### 01 Search for places

In the top search bar, begin typing in the location that you want to navigate to. You can start with a place name or a postcode, and Maps will show you some suggestions.



#### 02 View details

Once Maps has found your intended destination, it will home in on that location. You'll also see a small car icon, telling you how far away it is. Tap this.



#### 03 Select route

You can then select whether you want to drive, walk or get public transport to your destination, and Maps will provide your route and ETA, plus any extra info.

## Get to grips with Map settings

Check out and use the different map features on offer

### Get directions

Once you have chosen a location you can get directions to and from it by car, by foot or by public transport. For the latter you can download specific apps through Maps to assist you

### Your location

By tapping this icon you will instantly be transported to your current location. You can then check routes to places from this point

### See what's nearby

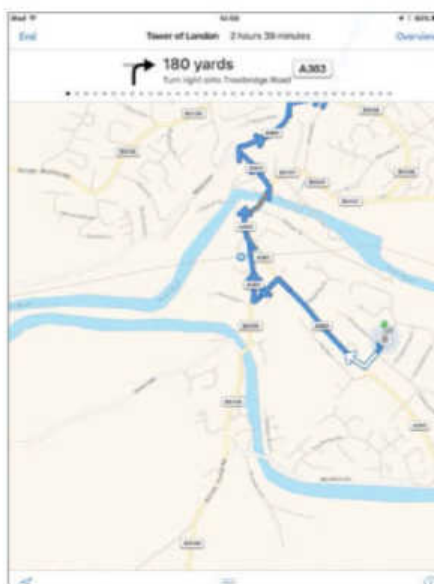
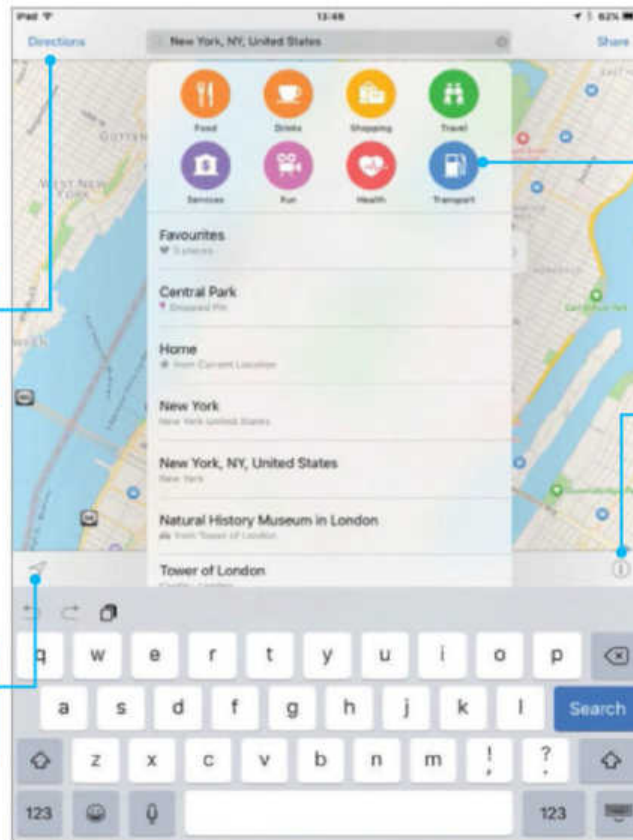
Tap the search field while at a location to see a range of quick categories to help you find places of interest around you

### Other options

Tap this icon to change the map view from standard to satellite and also toggle the Show Traffic option to highlight possible areas of congestion

### Benefits of Drop a Pin

Using the 'Drop a Pin' feature in Maps offers a huge number of benefits. You can drag and drop a pin to almost anywhere, then choose to navigate to and from that location. You can also add this location to a contact or create a new contact using this location. You can share your location with others too – very handy indeed!



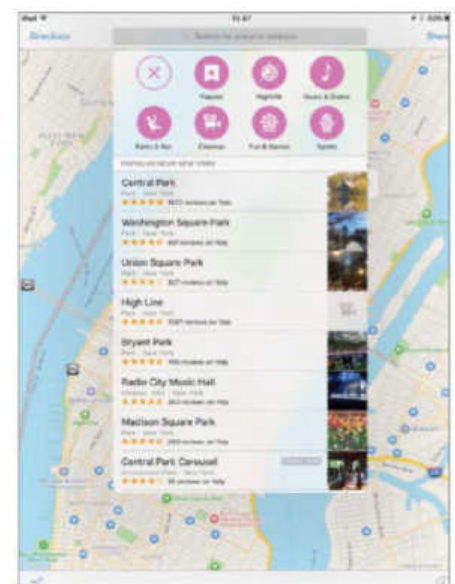
## 04 See directions list

To see a list of turn-by-turn directions, tap the small Start icon at the bottom of the screen. This will show you your whole journey broken down into step-by-step chunks.



## 05 Other modes of transport

In the directions menu, tap on the Apps tab to see a range of relevant apps to download. Once downloaded, tap Route to get a bus or train route through the respective app.



## 06 See what's around

While at your destination, tap the search field and a range of different categories that apply to all aspects of your visit will be instantly selectable to help see what's around you.



# Getting started



## Use Siri to streamline tasks

Siri can help you in an endless number of ways, and in a style that feels personal, efficient and even friendly. It's remarkably effective



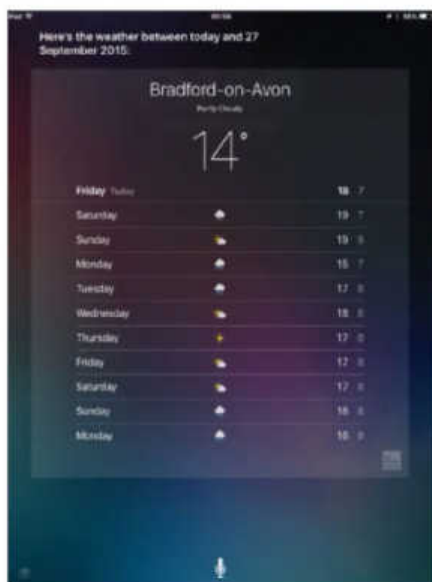
**Siri is a brilliant invention from Apple and can be used for much more than you might expect.**

We will highlight some of the more popular and lesser known features, but the best advice is to just speak to Siri and see what answers you get back. Web searches are built in and Siri is also capable of interacting with many default apps, including Maps, Contacts and Calendar. However, it is the way Siri works that is most impressive: you can speak naturally and it will understand you. The more you use it, the more accurately it will recognise

your voice and over time you'll find yourself speaking to it just as you would a friend. Don't ever feel restricted by what you believe it can or cannot do – think of anything and chances are that Siri will understand and respond in exactly the way you want it to. The advantages of the system will be crucial to those who require the accessibility help, but we can think of very few people who would not benefit from the way Siri works. It is one of those rare systems that gets better the more you use it, and it works very well from the start anyway.

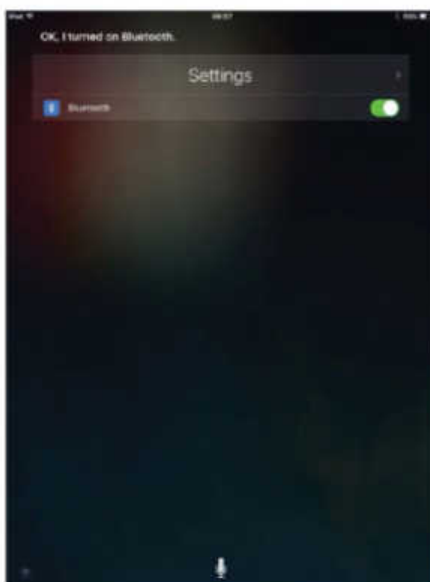
*“You can speak naturally to your iPad and Siri will understand”*

### Siri Get more from Siri



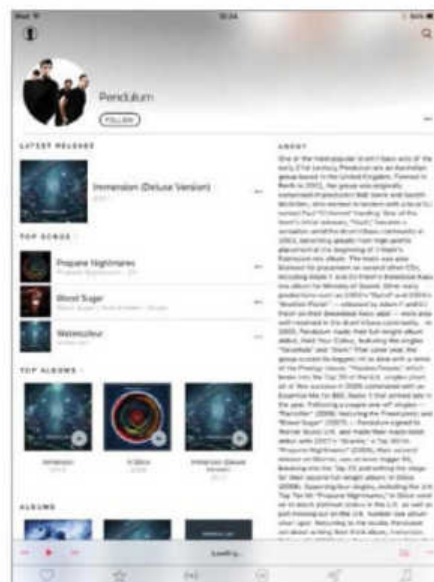
#### 01 Get the weather

Asking Siri for weather information is surprisingly natural. Say something like “What will the weather be like in Brighton tomorrow?” or “Do I need an umbrella?” to send the request.



#### 02 Manage hardware

You can control many hardware features in Siri by simply asking. “Turn on Bluetooth” is enough to switch it on immediately and the same applies to Wi-Fi and other features.



#### 03 Working with other apps

Siri is woven into the fabric of your other apps, including Music. So you can ask Siri to find you new songs by a particular artist and the Music app will launch and load the required page.



## Ask Siri for anything

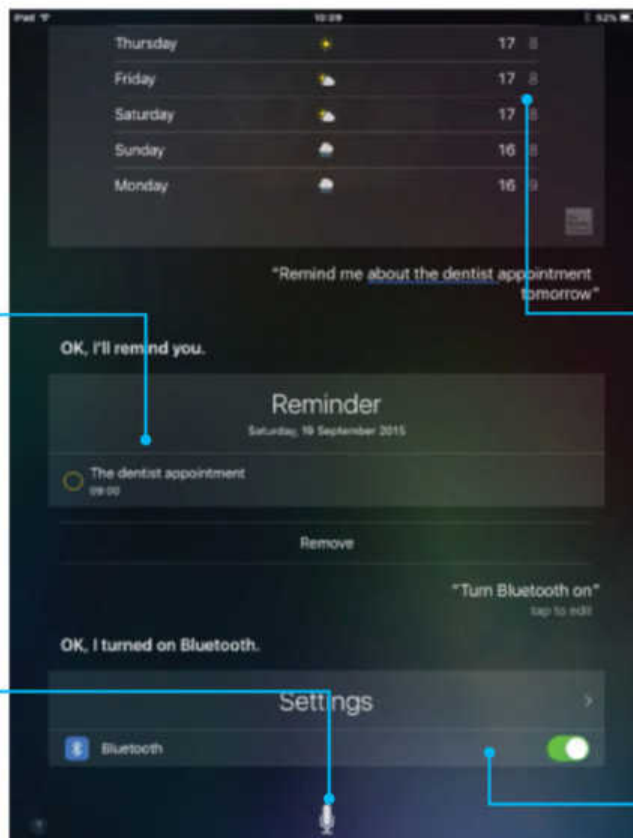
Take a look at the Siri interface

### Organise yourself

Set up reminders, calendar entries and even send text messages with Siri. You can do it all just by using your voice

### A long press

Holding the Home button is enough to start Siri working and once you have used it a few times, it will become second nature to you



### Hey Siri

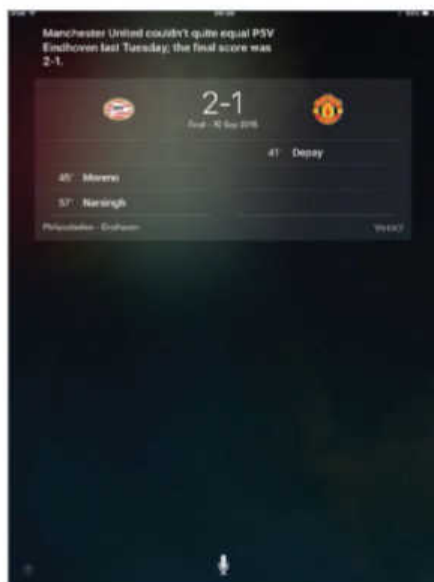
If you go to Settings>General> Siri and enable the 'Allow "Hey Siri"' option, you will be able to start Siri by simply speaking those two words. The iPad does need to be charging at the time, but it is a convenient time-saver if you are at a desk.

### Gain information

Siri can be used to search for anything from the weather forecast to web searches. You ask your question and Siri will answer immediately

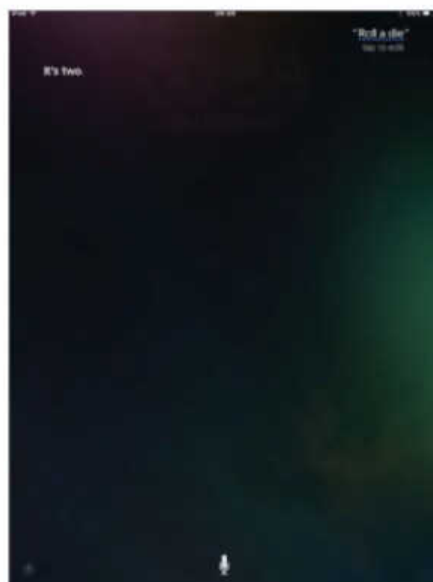
### Deal with hardware

Siri also has the ability to control hardware features. You can turn Bluetooth and other connections on and off using natural language



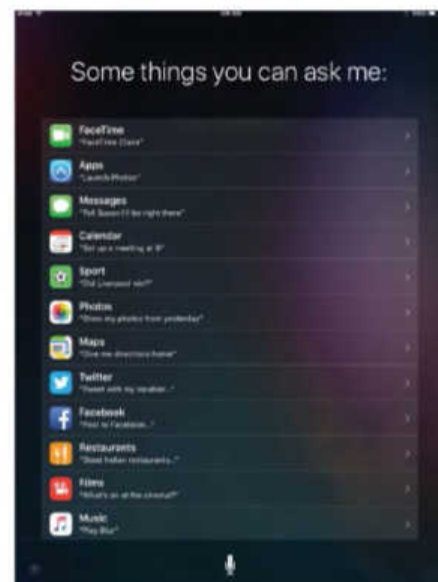
### 04 Check the sports results

Siri's abilities are quite extensive and you can even ask if a sports team that you follow won. You will be presented with the result from the respective team's last game.



### 05 Roll a die/flip a coin

Siri even works for the simpler things, such as if you have mislaid a die for your favourite board game or if you want to make a decision on the flip of a coin, but don't have one!



### 06 Ask anything

For a more detailed run down of other things you can ask Siri, tap the small '?' icon and you will be presented with an extensive list of examples. But basically, ask anything!

# Getting started

## Explore the App Store

Boost your device's functionality by downloading life-enhancing and essential apps



As part of the huge iOS 8 update, all Apple mobile stores received a substantial makeover. The revamped

App Store was tweaked and enhanced in order to produce a more efficient user experience, and it certainly succeeded. The App Store on your iPad has become easier than ever to navigate and purchase items from.

Of the more recent features, perhaps the most significant is being able to download new apps inside the App Store, rather than being taken to one of your home pages. There's also an intuitive Genius bar to give you clever recommendations based on what you have downloaded previously.

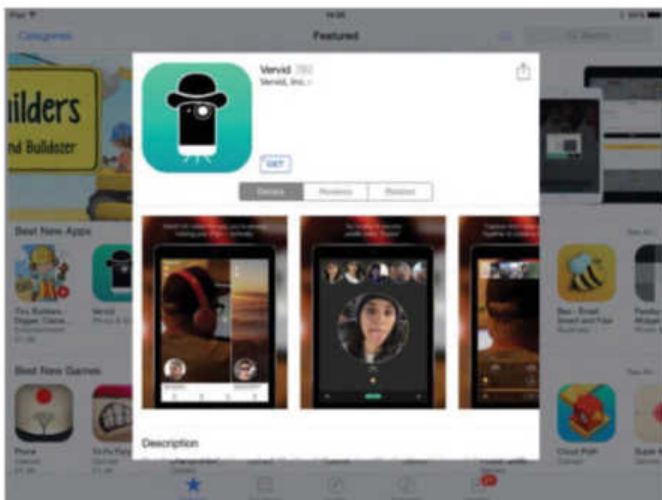
Other features include being able to view each app's update history, as well as individual developer pages. Facebook integration is also present, while the ability to view app screenshots in full screen mode is a big positive.

The storefront is just as recognisable as it's always been and all your favourite options remain in place, but most have received a little sprinkle of Apple's magic dust to give you a better user experience. Let's have a closer look at four of the most important changes.



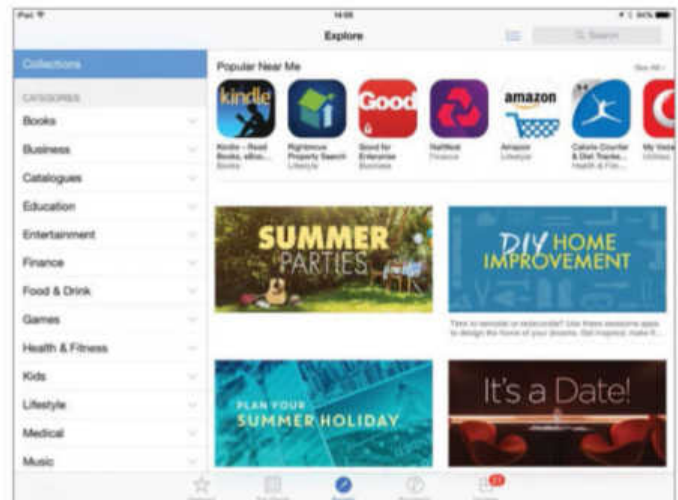
"It has been tweaked and enhanced in order to produce a more efficient user experience"

### App Store [Identify shop features](#)



#### 01 Stay put

The biggest change to the App Store was based on purchasing new apps. Instead of being whisked away to your home screen from the app when you hit the buy button, you can watch the installation process inside the App Store itself, allowing you to monitor download progress.

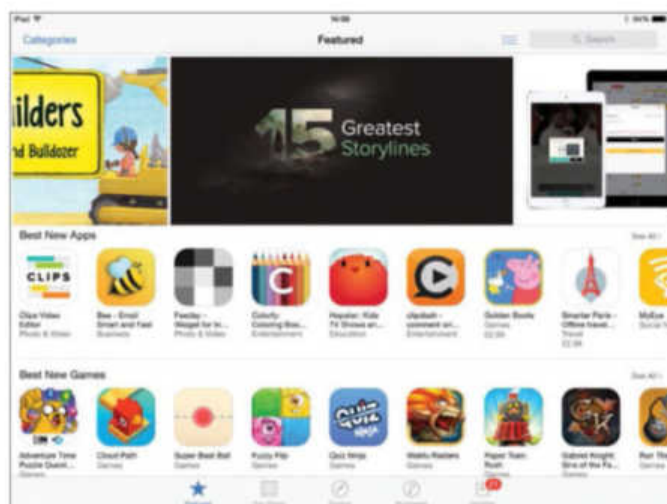


#### 02 Popular near you

An innovative feature of the App Store is Near Me. Tap on this at the bottom of the interface and you can opt to display apps that are popular near your current location. Particularly useful in a zombie apocalypse when you are after hints on useful apps to help you survive!

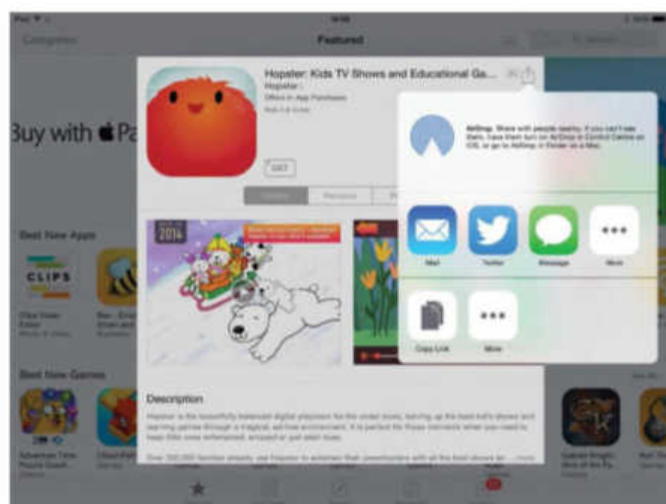
## View the Top Charts

Begin browsing and download your first apps



### 03 Revamped UI

The design of the App Store will ultimately make it easier than ever before to navigate content and browse through apps you may wish to get your hands on. Menus can be intelligently swiped through, and it all looks perfect on the large real estate your iPad provides.

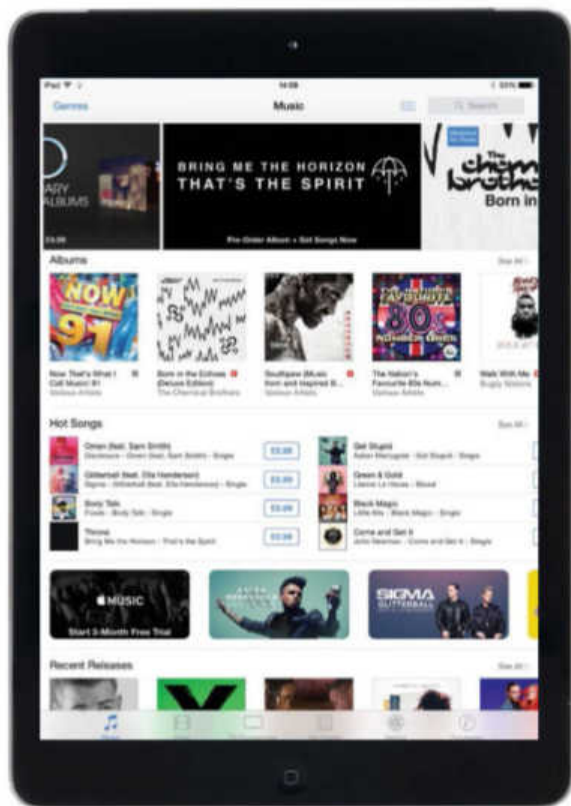


### 04 Sharing options

If you come across an app you're interested in, or one that you think everyone needs to know about, however well known, a selection of sharing options are available for you to utilise. Simply hit the Share icon to view your options for various channels by which to spread the word.



# Getting started



## Use iTunes to download media

We show you how to use Apple's virtual superstore to purchase music, films and other assorted media



The birth of iTunes signalled a significant change in the way we shop for music and media.

Everything can now be bought whenever and wherever we are – and it's all thanks to iTunes.

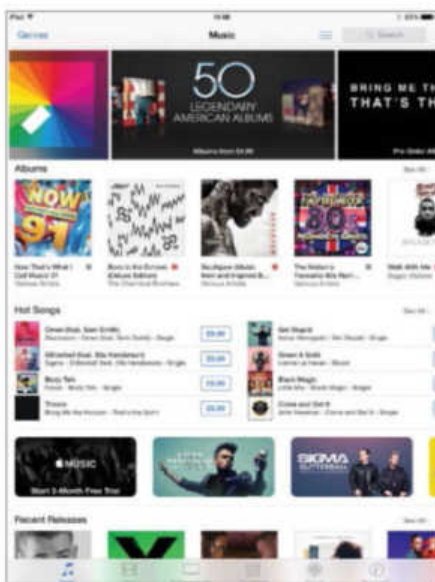
The iTunes app for your iPad is a friendly and welcoming portal to a thriving online marketplace, where you can shop at your leisure and not be suckered into slinging cheap tat that is on display next to the tills into your basket. You can go in, get what you want and, within minutes, be listening to it through your iPad's Music app or watching it through the Videos app. All

from the comfort of your own home, or even while out on the go.

Using iTunes really couldn't be easier. Everything is well laid out and easily accessible, while all of your past and present purchases are within arm's reach at all times. The hardest part, if there even is a hard part, is ensuring that all of your billing information remains up-to-date so you can continue making purchases at will. When you know your details are all present and correct, all of the sonics and flicks you could ever want will be available at your fingertips. Here we guide you through this essential app.

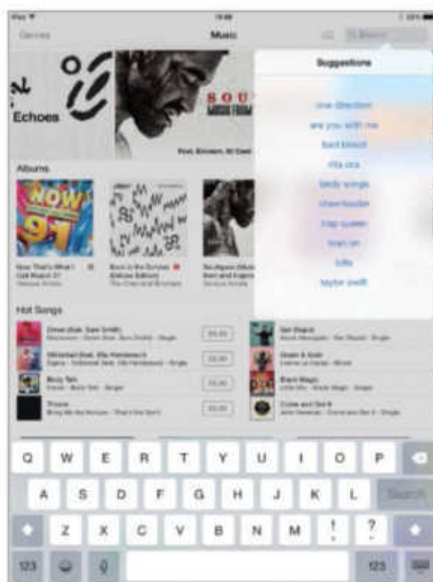
"iTunes is a friendly and welcoming portal to a thriving online marketplace"

### iTunes Browse and buy media



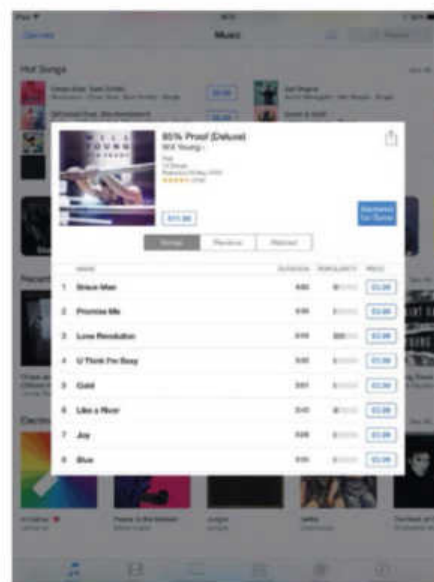
#### 01 Launch iTunes

When you launch the iTunes app you will be taken straight to the main storefront, which is the Music Store by default. All of the categories in the store are laid out across the bottom of the screen.



#### 02 Browse the store

The newest, most exciting media will always be displayed on the main page. If you don't find what you want there then you can search for artists and albums by using the Search window.



#### 03 Purchase music

When you find what you want, tap on it to bring up a window. Then tap the price at the top to buy the entire album, or tap on the price next to the separate tracks to download them individually.



## Explore the iTunes app

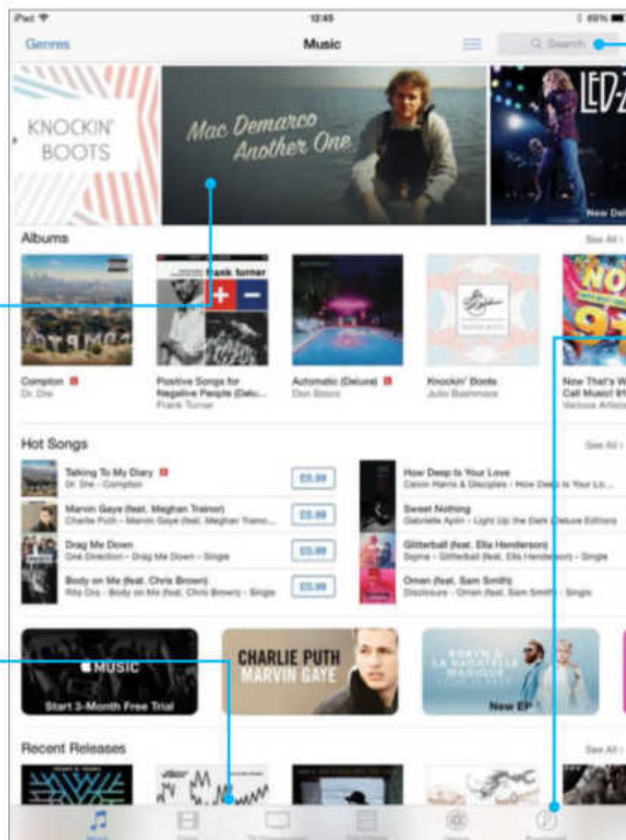
Navigate the user-friendly store interface

### Featured content

All of the most recent, hottest releases will be displayed in the top area of the screen that appears when you first tap on each store section

### Store categories

All of the different store categories, such as Music, Films, TV Shows, etc. are displayed as icons along the bottom of the screen. Tap on one to access it



### Search for content

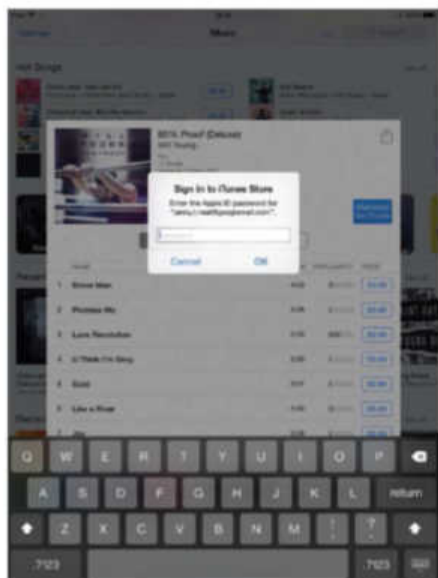
You can use the Genre tabs at the top of the screen to narrow down your search, or you can enter specific keywords into the Search engine to instantly find what you are looking for

### Purchased

When you purchase a song, film or other media from iTunes, a Downloads tab will appear in the bottom-right. You can see their download progress by tapping on the icon here

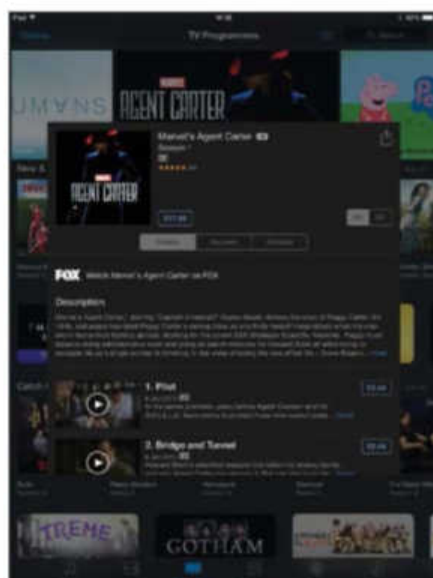
### Get past purchases

With iCloud integration, it isn't just your current purchases that are pushed to your other iOS devices. A section in the iTunes app, called 'Purchased' will allow you to view all media downloaded through your Apple ID instantly download it again onto your current device.



## 04 Authorise download

After opting to download an item, you will be required to sign in using your Apple ID to authorise the purchase. You may also be required to enter billing information.



## 05 Buy more media

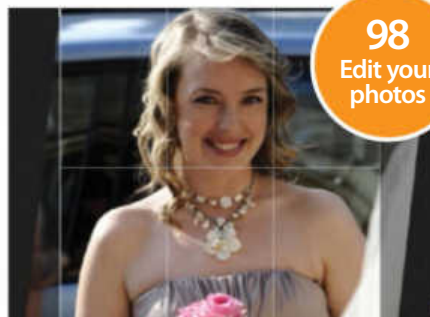
You can also purchase films, TV shows and audiobooks through iTunes. The main difference being that with movies you can choose to rent as well as buy your favourite titles.



## 06 iTunes in the Cloud

The iTunes app is compatible with your personal iCloud account, so anything you purchase from the store can be automatically pushed to all of your other iOS devices free of charge.

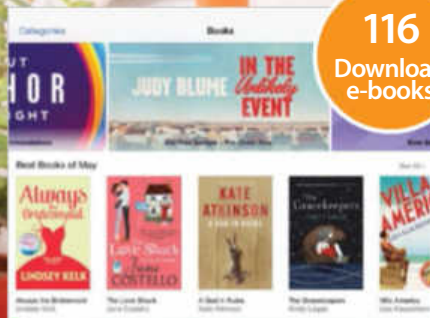
# The next step



**98**  
Edit your  
photos



**106**  
Watch  
videos



**116**  
Download  
e-books



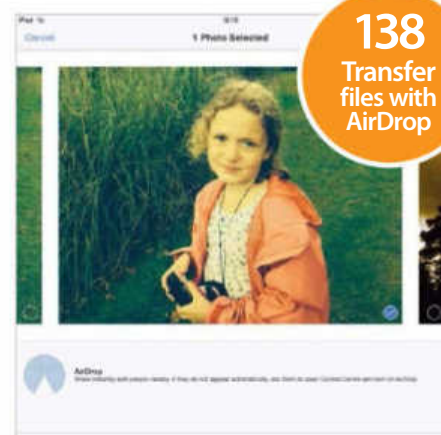
**134**  
Use  
Numbers

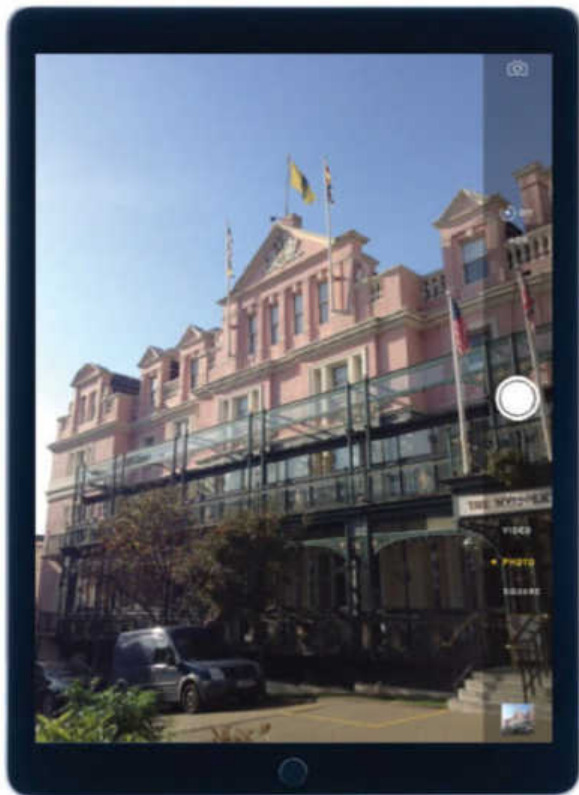


# Have fun, become more productive and get more from your iPad

"With iCloud pushing downloads onto all of your iDevices, your iPad becomes a hub for videos, music, games and more"

- 96** Take photos and videos on your iPad  
Use the volume button to take pictures
- 98** Edit images in Photos  
Explore your iPad's really handy photo-editing feature
- 100** Organise your photos  
Share your images with others
- 102** Learn how to set up Family Sharing  
Monitor your family's purchases
- 104** Set up a Game Center account  
Social gaming at its best
- 106** Make more of the Videos app  
Edit movies with ease
- 108** Access video content via YouTube  
Get the most out of YouTube
- 110** Stream your favourite tunes with Apple Music  
Stream the Apple way...
- 112** Create a playlist in the Music app  
Organise your music and compile the perfect playlist for every occasion
- 114** Listen to podcasts on your iPad  
Subscribe and listen to great shows
- 116** Purchase an iBook  
Open up a new world of digital reading on your iPad
- 118** Get to know iBooks  
Customise an eBook reader
- 120** Join Twitter and get tweeting  
Instantly share photos and more
- 122** Use Facebook with friends and family  
Get to grips with social media
- 124** Stay informed with the News app  
Get a personalised news stream
- 126** Edit a movie in iMovie  
Capture great footage on your tablet
- 128** Insert and arrange clips in iMovie  
Organise your footage to great effect
- 130** Make music in GarageBand  
Produce your own songs
- 132** Design documents in the Pages app  
Mobile word processing explored
- 134** Make spreadsheets with Numbers  
Master this fantastic mobile app
- 136** Make a holiday slideshow in Keynote  
Make the most of your holiday snaps
- 138** Transfer files to friends with AirDrop  
Transfer between devices
- 140** Get more from iCloud Drive  
Automatically save files to the cloud





## Take photos and videos on your iPad

Whenever you feel the desire to capture a moment, your iPad is as good a tool as any



Using the iPad as a camera is not an obvious function – mainly because of the size of the tablet itself – but if you happen to have it to hand when you want to grab a quick snap, you might as well know how it all works. Despite specifications that are meagre in comparison to standalone cameras and some smartphones, your iPad is still capable of capturing decent quality photos and videos if you take the time to make it work properly.

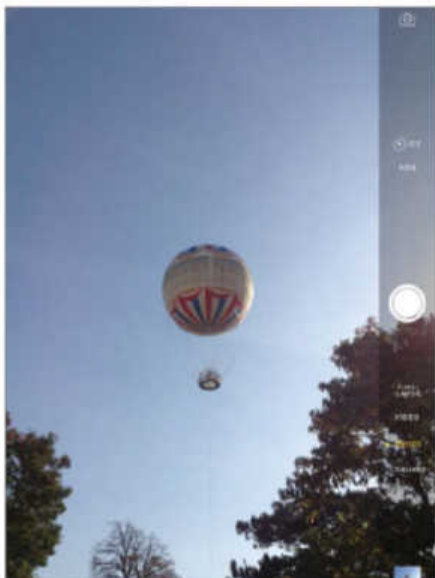
There are multiple options for perfecting stills and video captures that you might be executing, but some other

features are more out-of-the-box. For example, there is the choice to capture perfectly proportioned photos using the Square option. The resultant images could be used for scanned documents or anything else, and this simple addition of a unusual shape adds some charm to the experience. HDR will also help you deal with unusual lighting and, just like everything else in the interface, it is just one tap away at all times.

Indeed, it is surprising how functional and fully featured iPad cameras are, meaning that the final results should be even better than before.

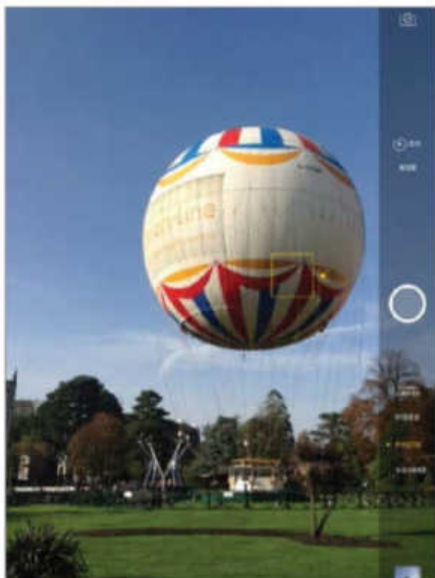
*“It is surprising how functional and fully featured iPad cameras are”*

### Camera Capture photos and videos



#### 01 A new style

Tap the Camera icon and you will see a different look in the main interface. Swipe along the right-hand bar to select the available options.



#### 02 Focusing

Tap the screen on the particular spot where you would like it to focus and the lens will do the hard work for you. This spot will be highlighted by a yellow square on the screen.



#### 03 Capture videos

Slide the right-hand bar down to go into the video mode. When it's recording, the capture button will be transformed into a red square within a circle and a timer is displayed.



## Master the photo-taking interface

Use the right-hand bar

### Time-lapse photos

The new time-lapse feature creates a brilliant effect by taking photos every few seconds. Keep your camera still, point it at a moving scene and watch it go

### See your snaps

Tap this small icon to quickly jump to your camera roll to see all of your photos. This is great for quickly checking your last shot



### HDR

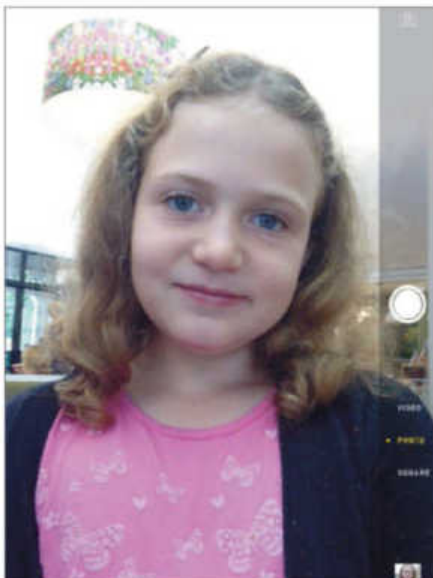
Turning the HDR option on is particularly helpful when you are taking landscape shots with varied light sources. It can greatly improve any photo

### The capture button

The capture button is logically placed for ease of use and will turn red when you are recording video. Hold it to take burst shots

### Timer delay

Pressing the timer icon allows you to set a countdown of either three or five seconds between when you press the capture button and when the photo is taken. It's a cool feature that lets you organise shots from behind the camera before jumping in yourself.



### 04 Turn it around

Tapping the top right-hand icon will swap to the front-facing camera on the screen face of the iPad, which is useful if you want to snap a picture of yourself to see how you look.



### 05 Take a timed shot

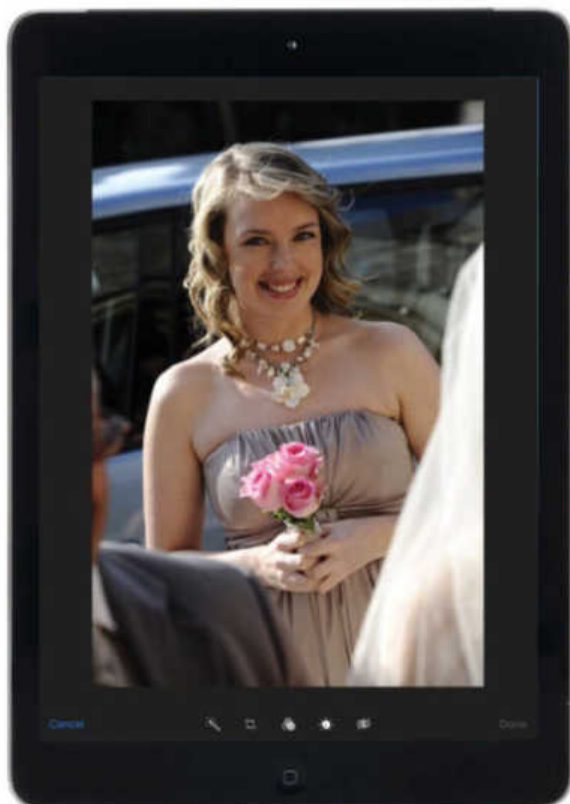
If you want to give yourself a few seconds to line up the perfect shot, tap the Timer icon in the top-right corner. Choose to enact either a three or ten-second delay after pressing the capture button.



### 06 Tweak the settings

Go to Settings>Photos & Camera and you will be able to fiddle with the camera settings. You could add a grid to the camera view and save a standard shot when snapping HDR photos.

# The next step



## Edit images in Photos

Make the most of your iPad's camera and take advantage of the built-in photo-editing feature



Since the release of iOS 5 back in 2011, you have been able to edit your images in-app.

Admittedly, the editing software isn't going to turn your photos into works of art with just a couple of taps, but it does help enhance both photos taken with your device's camera and photos already saved onto the device.

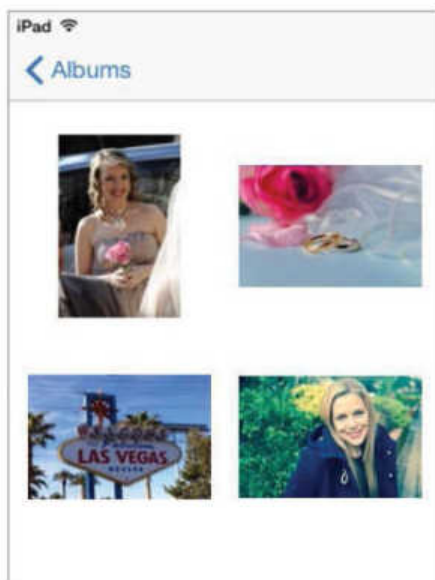
The editing features available include the ability to rotate images from portrait to landscape orientation. There's also an Enhance option, which can adjust the colour depth, brightness and contrast, transforming a relatively dull photo into

something that is altogether more pleasant to look at. The last few options should prove to be useful as well; the first of these allows you to add stylish filters to your images, the second removes the notorious red-eye that you get in photos overloaded with flash, and the third enables you to crop images.

For this tutorial, make sure you have upgraded your iPad to at least iOS 8, which is when the biggest overhaul was made. Head to the Settings app and tap General>Software Update to ensure you are using the most advanced photo-editing tools available.

*"It isn't going to turn your photos into works of art, but it does enhance them"*

**Photos** Edit your photographs on your iPad



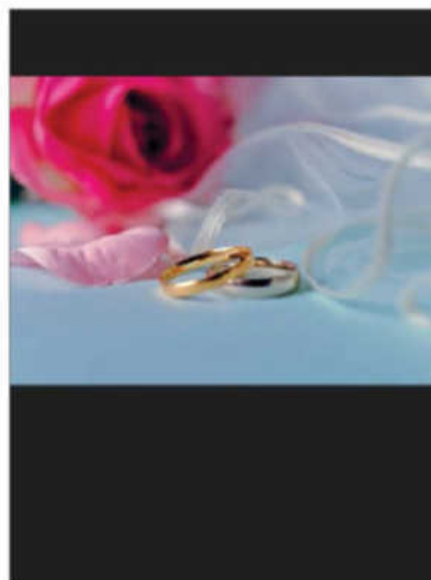
### 01 Select your photo

Launch the Photos app from the home screen and you will automatically see all your pictures and videos. Pick one you want to make amendments to, and then tap Edit.



### 02 Rotate the photo

From the Edit screen, use the Crop tool (second from the left or the top), and then the Rotate icon on the left-hand side. Drag the wheel left or right to rotate the image. Tap Save when you're done.



### 03 Enhance the image

If you choose the wand icon, the software will adjust the colours of the image. Tap the same option again to cancel the changes or tap Save to finish instead.

## Get to know the editing interface

Editing your photos is as intuitive as the iPad itself

### Crop photos

The Crop tool is another underestimated feature of Photos. You can chop out parts of the photo (such as a blurred section or distraction) that you don't want anymore or focus on a particular part of the shot

### Enhance

On the surface this seems like a basic option compared to most dedicated editing packages, but in practice it's a great feature that can transform your photo within moments

### Multi-touch controls

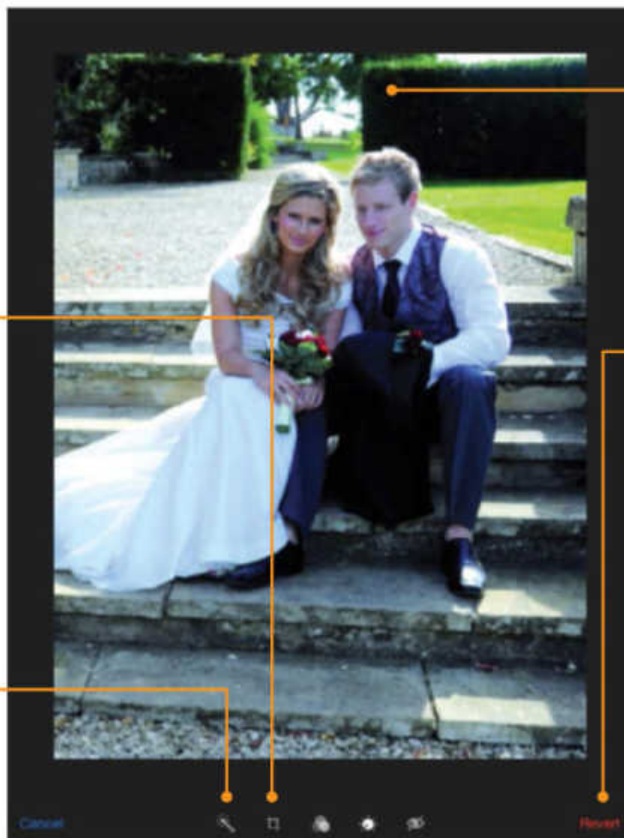
Before you choose how you want to edit a photo, you can use the multi-touch pinch controls to zoom in to focus on the areas you want to improve

### Undo any changes

Thanks to the intuitiveness of the iPad, you can easily revert back to the original image by pressing cancel, and then quickly resave it

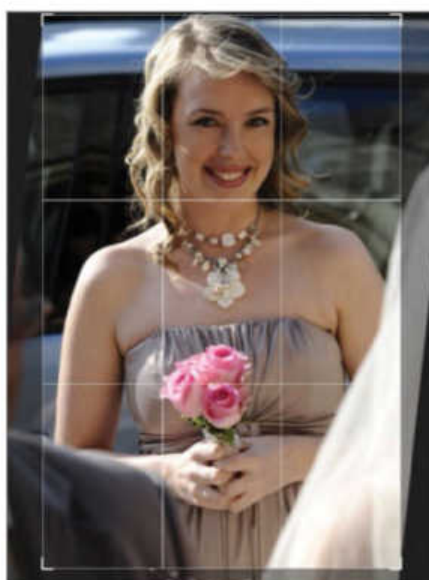
### Sharing photos

Once you have made changes to your photo, you can use the Share option to attach the photo to a message, use it as your wallpaper, email, tweet or even print it. You can even now share images using other apps, such as Pinterest and Evernote, directly from the Photos app as long as you have the option enabled in Settings.



### 04 Remove red-eye

Select an image where people have red eyes, then tap on the Red-Eye option (the icon with the eye). Next, simply tap on each person's eyes to remove the red. Click Save to finish.



### 05 Crop the photo

Select an image to edit and tap the crop option. Drag your finger to resize the photo and swipe the dial below to adjust the orientation. Tap the icon to the right to constrain your selection.



### 06 Use filters

You can now also add filters to your image with ease. These range from black and white filters to a trendy retro selection. Tap the filters icon and make your selection.



# The next step

## Organise your photos

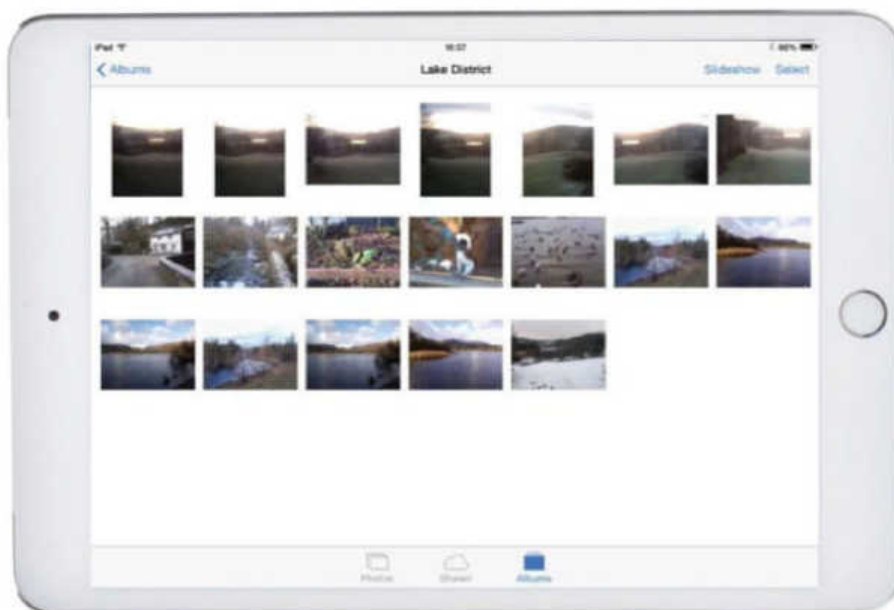
Keep all of your most important photos in order on your iPad by staying organised



Treasured photos will always have a special place in our hearts, but it is very easy to take and collect so many that we miss the truly special moments. On an iPad with the Photos app you have the ability to organise your collection logically to ensure that the ones you view most often are always close at hand.

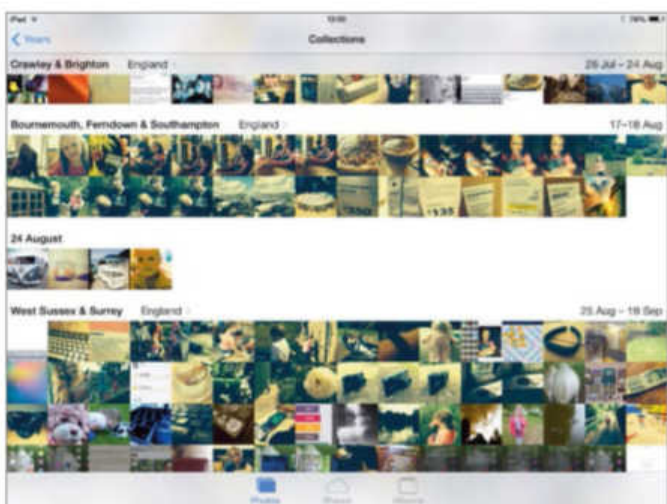
Some of the organisation can be done in iTunes on a Mac or PC connected to your iPad, but for quick tweaks and for making changes on the move you have everything you need on the iPad to keep all of your photos in logical order. What's more, iOS 8 went further by introducing some new organisation features, allowing you to favourite individual images as well as hide specific photos and videos from Moments.

The iPad is the perfect tool for viewing photos thanks to the superb screen and portable form. With its larger screen and the capability to show more detail than other devices that it is possible that you will prefer viewing your photos on it more than any other device. Here we will offer some tips on all the best ways to keep order in Photos, but there is nothing here that is difficult to understand or hard to remember.



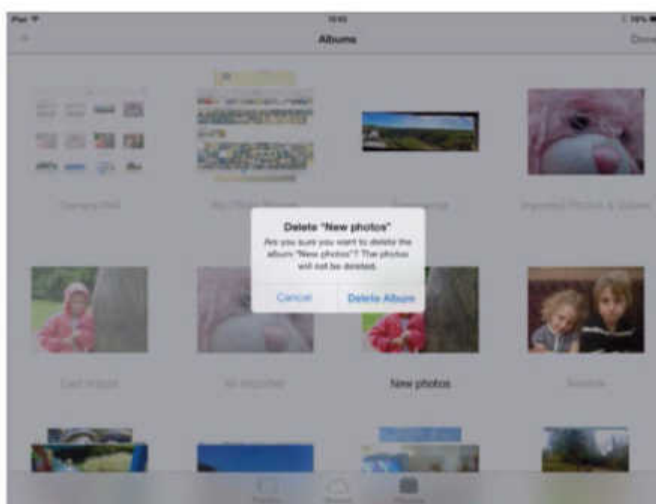
"The iPad is the perfect tool for viewing photos"

### Photos Manage your photo collection



#### 01 Photo collections

In iOS 8 and later all of your iPad photos will be presented in albums organised by date in the Photos tab located at the bottom. They will be broken up by the date, time and location in which they were taken, which is a completely automatic process. Tap the Albums icon to continue.



#### 02 Static albums

Most of your albums will be static and tapping the Edit button will not enable changes, but some may show a small 'x' next to them. Tap this to delete an album. But don't worry when you do this as the photos within will not be deleted and will remain available on the iPad.



## Get organised

Understand how to take control of your photo collection

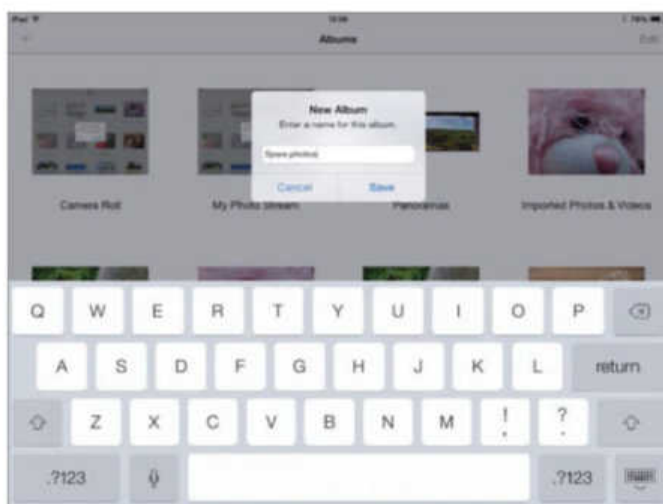
**Add to albums**  
You can choose photos to move to other albums on the iPad using the Select option and then Add To. This will add selected photos to the album of your choosing which should help when dealing with hundreds of images

**Static photos**  
If you have an album of photos which has been synchronised from a desktop via iTunes, the photos will remain in the album even if copied to another album. This may create duplicates, but you will never lose any

**Using albums**  
Albums still represent the best way to organise a large photo collection and if you use them wisely through iTunes when syncing everything you need will be one or two taps away. You can keep all of your moments in order

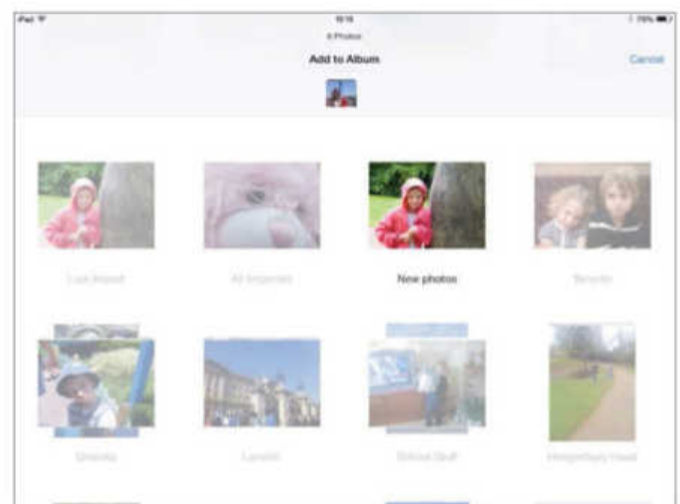
**Use iTunes**  
Syncing with iTunes is still the most efficient way to set up albums and locate your photos. This lets you use iPhoto on a Mac or alternative software on a Windows PC to manage everything in one quick and easy movement. Each album you tick will be sent to the iPad in the exact order that it is held on the desktop and this also lets you manage available memory.

**Automatically ordered**  
The Photos view will order all of your photos by date and location. It does not matter which albums they are in and once you are used to it, you may find this to be the best view of all



### 03 Create new albums

When in the Album view, tap the '+' icon in the top left to create a new album. You will be asked to give it a name before giving the option to specify which photos you want to be included in the album. The photos you add will still stay in their original albums as well.



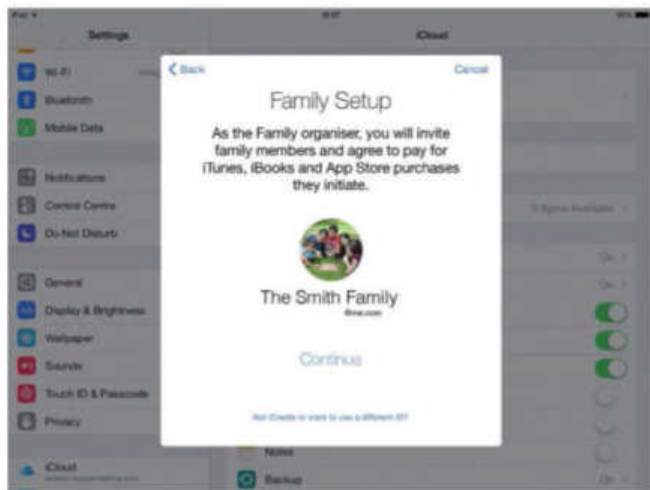
### 04 Copy between albums

Tap the Select option and choose a few photos. Now tap the Add To option in the top left to move the selected photos to a different album. As in the previous step, the original photos will remain in the album you have copied them from as well as appearing in the new location.

# The next step

## Learn to set up Family Sharing

Link family members to one account so that all downloaded media can be shared between devices



Family Sharing is a new way to bring you closer to your family, keep a eye on their purchases and even share their media downloads.

Available for up to six people, this facility allows family members to share purchases from iTunes, iBooks and the App Store without sharing accounts. Set up by one family member, known as the organiser, all of the family purchases can be paid for with the same credit card. A permission alert will notify the organiser, who can then approve or deny the request to purchase that media, if suitable. This means that young children won't be able to make purchases without the organiser's permission, helping to curb spending and restrict access.

There are numerous other benefits of using this service; you can share photos quickly and easily within the household, mark up events on a central family calendar and even help track down missing devices. Once set up, family members get instant access to each other's downloads without the need to share Apple IDs and passwords.

"Family members get instant access to each other's downloads"

## Activate Family Sharing

Learn how to enact controls over your family members' purchasing power

### Family Sharing organiser

Family Sharing needs to be set up by one person in the household, who will be the organiser. When setting up, they will send out invitations to all of the other family members

### Accepting invitations

When an invitation has been sent out, the recipient must open it to view it and then accept, after which time they will be added and listed under the Family Sharing settings

### Find missing devices

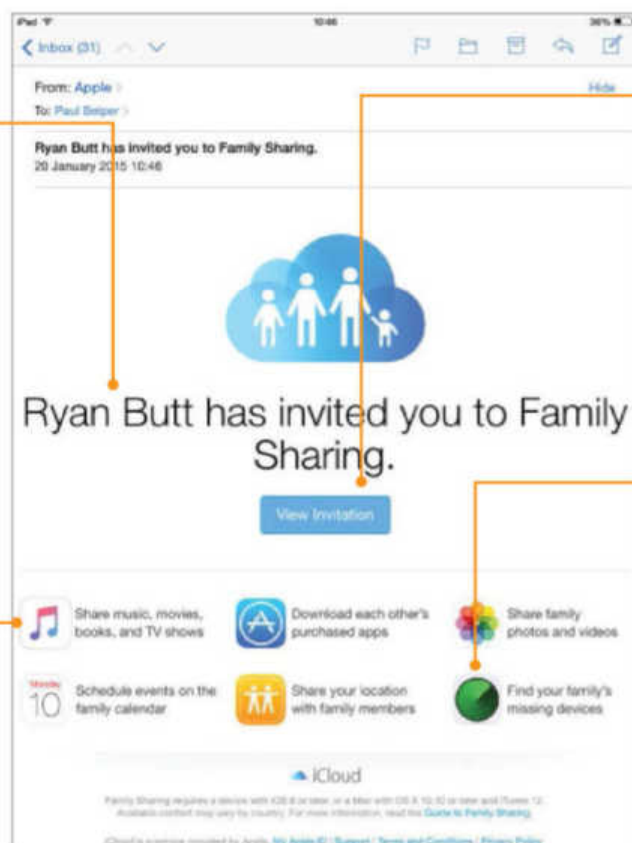
One of the most useful aspects of this service is that if a family member loses their device in the house, the organiser can track its location and command it to emit a sound

### Share photo albums

Family Sharing automatically sets up a shared photo album, to which you can add photos you wish to share with other family members. This allows you to easily transfer images to family members, ensuring you stay in touch even when physically apart.

### Many benefits

As you will discover, family members who are linked together can share iTunes media, schedule events on the family calendar and more

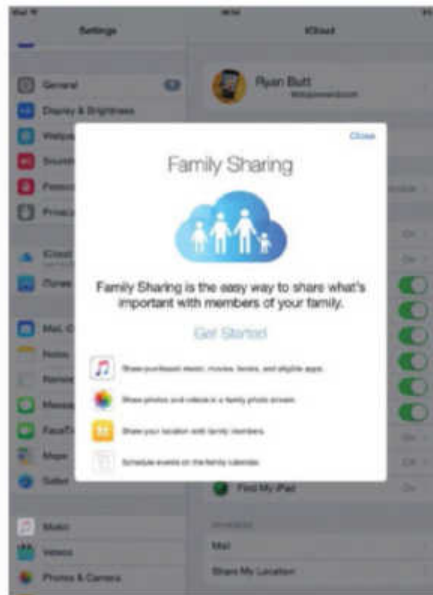


## Family Sharing Get Family Sharing up and running on family devices



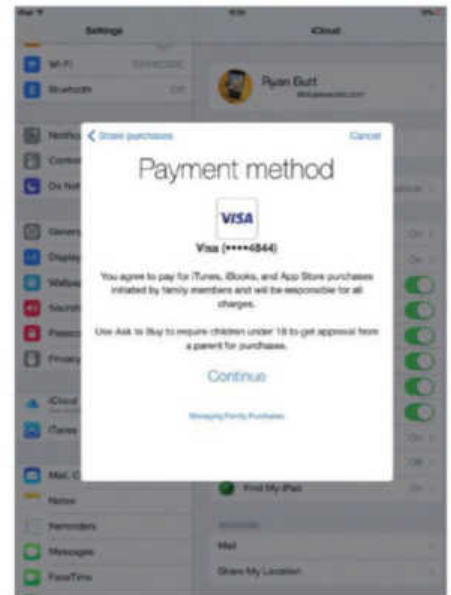
### 01 Get started

Launch the Settings app and scroll down the categories in the column on the left until you come to the iCloud section. Tap on this and you will see the option to Set Up Family Sharing at the top.



### 02 Login to Family Sharing

Tap on the Set Up Family Sharing option followed by Get Started. Now sign in using the Apple ID that you wish to use in order to share iTunes, iBooks and App Store purchases throughout your family.



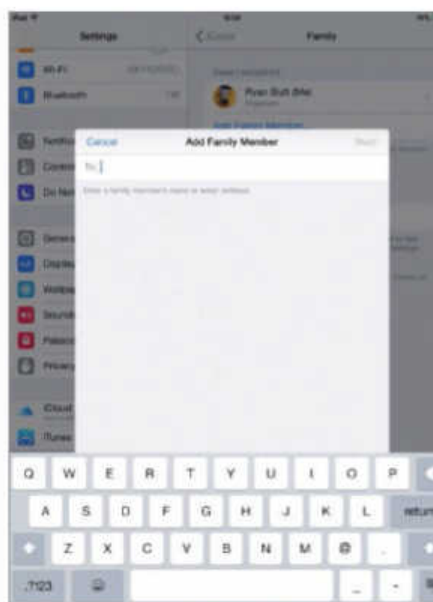
### 03 Check payment details

You will have to check the payment method to authorise all iTunes, iBooks and App Store purchases in your household, or enter payment details if they aren't already linked to your Apple ID.



### 04 Share your location

The next step involves sharing your location with family members using Messages and the Find My Friends app. Delay this process until later if you wish by tapping on Not Now if you prefer.



### 05 Connect with family

You will be taken back to the Settings screen to start adding family members by entering their name or email address. An invitation will be sent and, when accepted, the member will join.



### 06 Establish boundaries

From the organiser's Family Settings screen, you can tap on the names of attached family members to grant/revoke certain app-buying privileges or remove people from the Family Sharing circle.



# The next step

## Set up a Game Center account

Enter into a world of fun games, fierce competition and social gaming with Game Center



Apple's Game Center is a multi-purpose gaming service that gives users a platform to befriend other gamers, engage in multiplayer modes, compete for online leaderboard supremacy and earn unlockable achievements. The app comes preloaded on Apple devices, and it significantly enhances your iPad as a gaming platform.

Once you have followed the initial set-up instructions, there are a wealth of options available to you. From the top menu you can clearly see your friend, game and achievement counters displayed, while the bottom tab bar lets you access Game Center's menus. 'Games' is by far the most in-depth, displaying all of your Game Center-enabled games, as well as your global ranking on the online leaderboards, something many people can become obsessed with.

Within each game's menu, you can also see how many achievements you have unlocked, get details on locked achievements and recommend the app to a friend. It's a solid service that brings together the best games available on one dedicated platform. So look no further to get started on this gaming platform.



"The app comes preloaded on Apple devices, and it significantly enhances your iPad as a gaming platform"

### Game Center [Set up your new account](#)



#### 01 Sign in

As you will enter an Apple ID when setting up your iPad for the first time, this will be automatically applied to the Game Center app. If not, you will be prompted to sign in with your Apple ID the first time you launch the app. Enter your email address and password.

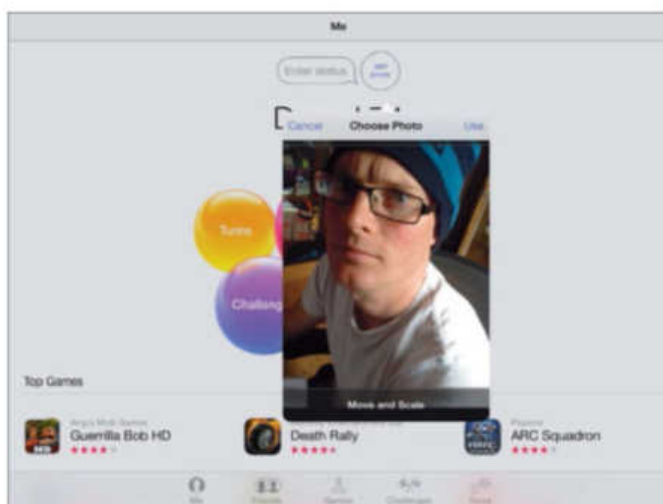
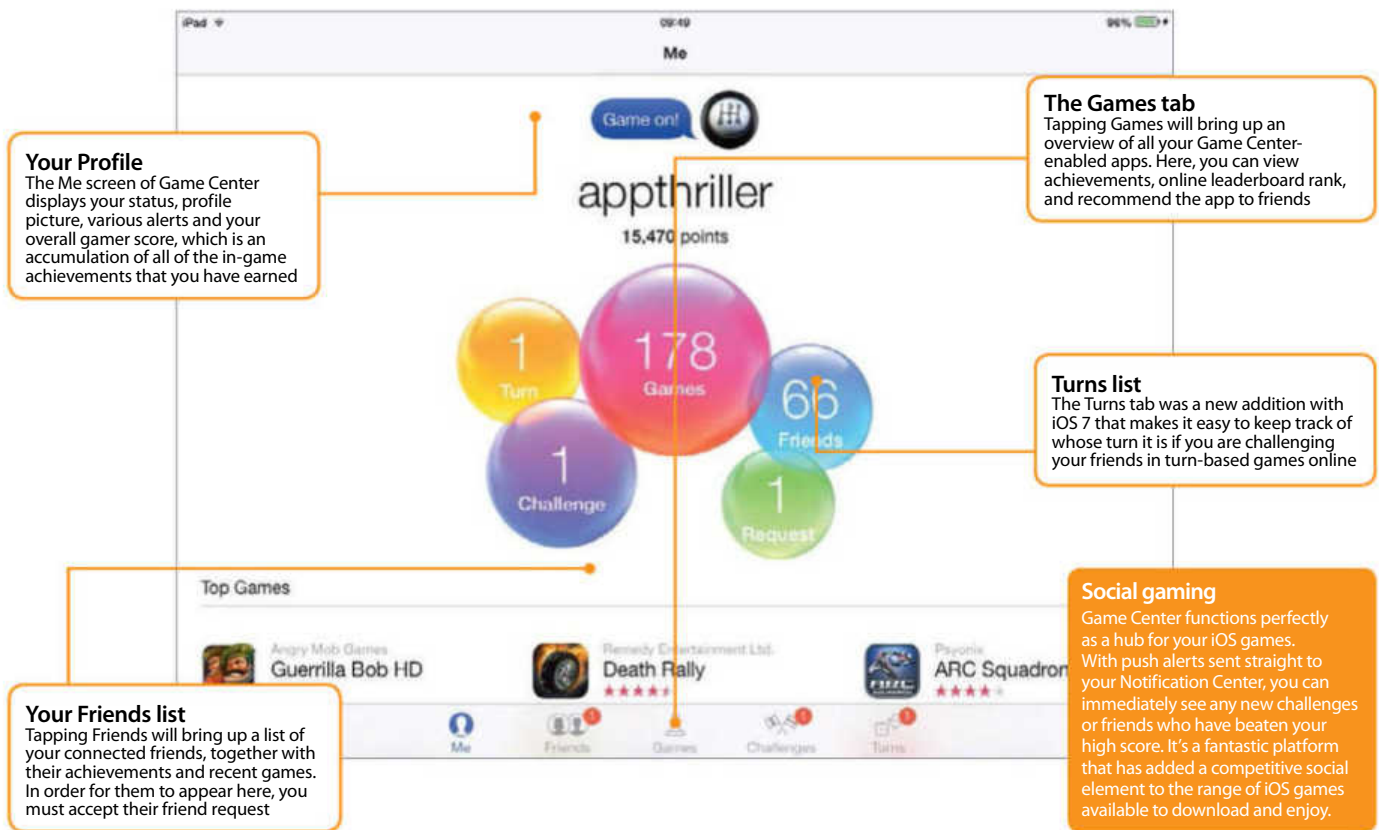


#### 02 Your Game Center

Once signed in you will be taken to the main tab of your Game Center app. This screen will provide easy access to your games, friends, challenges, turns (a feature that was introduced back in iOS 7) and friend requests. Either tap on the bubbles or use the tabs at the bottom of the interface.

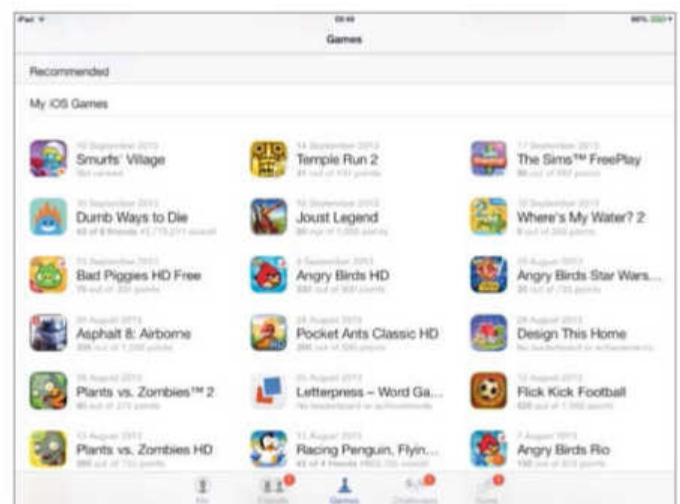
## Explore Game Center

Enter a world of fun and friends when you open up the Game Center app



### 03 Enter status and photo

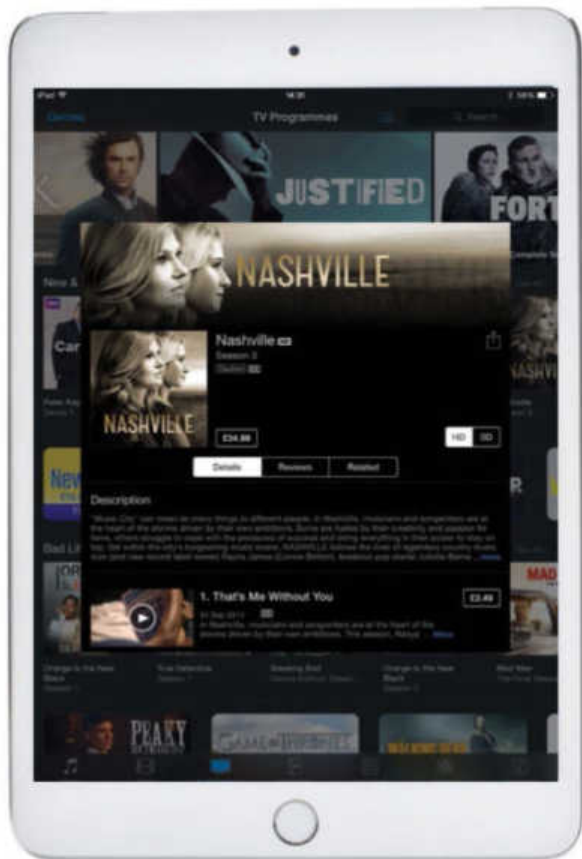
Tap on the Enter Status speech bubble to post something to your page that all of your friends can see. You can also tap on the Add Photo circle to put a face to the name. You can then opt to either choose a photo from your library or take a new photo in-app.



### 04 Start playing today

In the Games tab you can get your account started properly as you will be given recommendations as to which games to download and start your collection with. You can also search for new games by tapping the Search field and entering keywords.

# The next step



## Make more of the Videos app

Thanks to its large screen the iPad is perfectly designed for the mobile movie experience



The Videos app alone has the potential to keep you occupied on long plane journeys, in hotels or waiting rooms, and adds a function to the iPad that justifies half the cost straight away.

It has been designed for ease of use, as most Apple software has, and takes care of many of the niggles found in competing devices. For example, it will automatically play a film from the point you left it, and expanding the screen requires a simple double tap. These small touches may seem small to you now, but once you get going with this facility you will realise their impact on user experience right away.

Everything in Videos is designed to help you get the most from the experience, but some tips are still a useful help to getting you off to a flying start. In this step-by-step guide we will show you how to obtain new movies, how to transfer them to your iPad and how to make the most of the viewing experience.

We are sure you could easily do all of this yourself, but in this instance a little knowledge certainly goes a long way, as missing out on the movie capabilities of the iPad would be a real shame. These few steps will get you started and the intuitiveness of your iPad will keep you going problem-free.

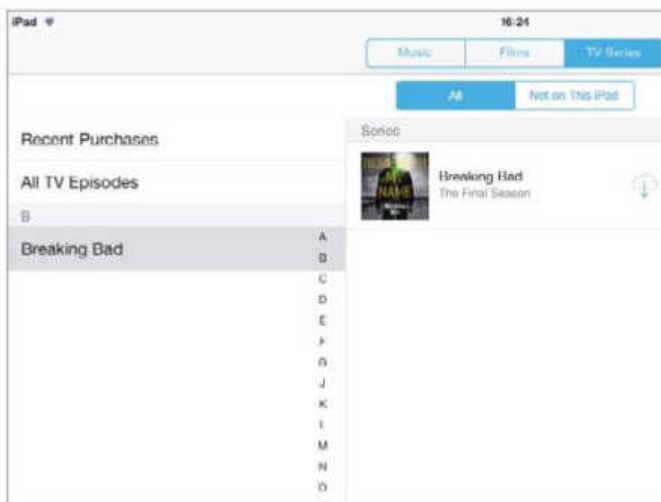
*"The Video feature alone adds a function to the iPad experience that justifies half the cost straight away"*

### Videos *Make the most of movies*



#### 01 Grab a film

The easiest way to obtain the highest-quality content is via iTunes. Navigate to the Films or TV Programmes section of the store and choose the film you would like to rent or buy. You can also try some free trailers to get an idea of what you want to watch before you spend any money.

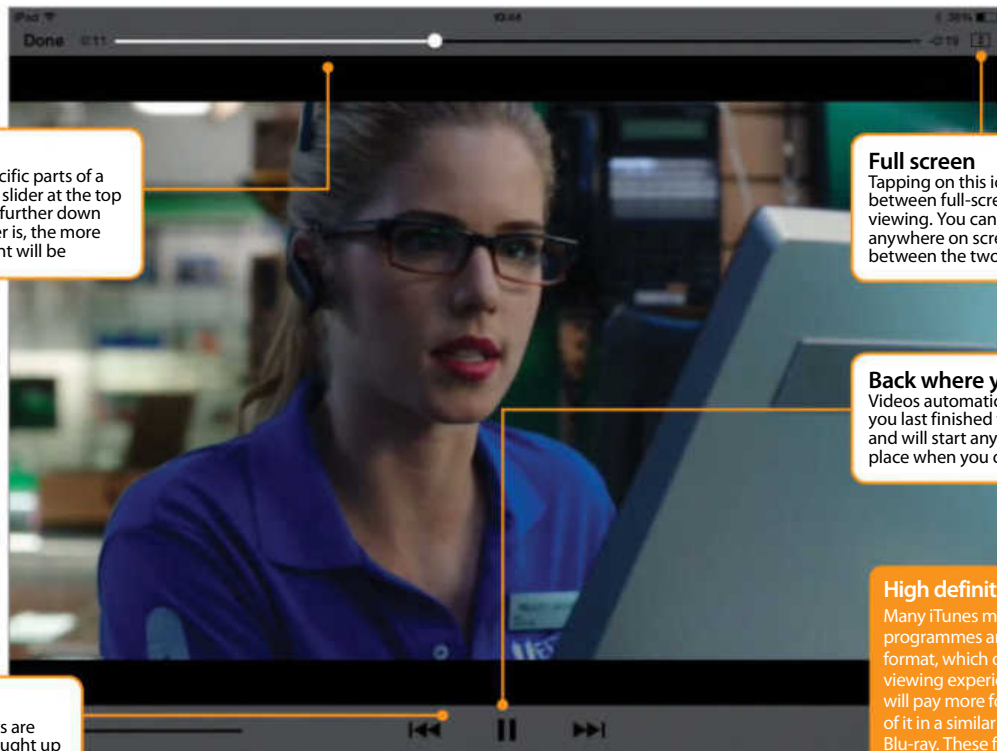


#### 02 Put it on the iPad

Your purchases will be downloaded and stored on your iPad. If you have iCloud activated then they will also automatically be pushed to your other devices wirelessly, such as your Mac or iPhone, allowing you to view them on those devices too.

## Watch movies now

Get the most out of the Videos app and stay entertained



### Full control

You can move to specific parts of a video by moving the slider at the top with your finger; the further down the screen your finger is, the more precise the movement will be

### Full screen

Tapping on this icon will alternate between full-screen and widescreen viewing. You can also double tap anywhere on screen to achieve toggle between the two views

### Back where you left off

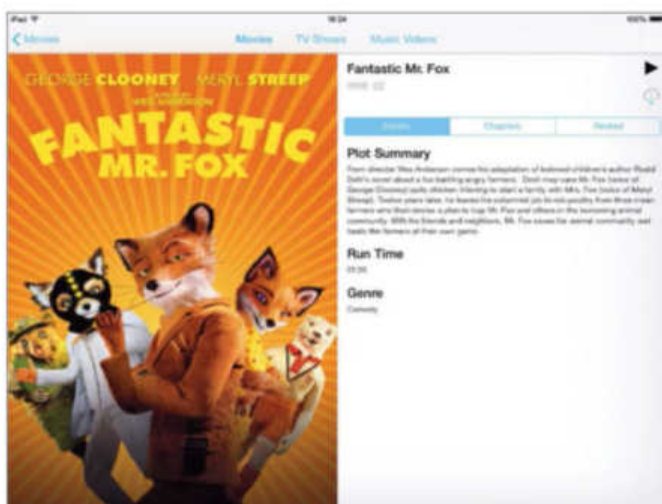
Videos automatically remembers where you last finished watching something and will start any film at that exact place when you open it up again

### High definition

Many iTunes movies and TV programmes are now available in HD format, which offers a much crisper viewing experience. Sometimes you will pay more for the video, but think of it in a similar way to paying more for Blu-ray. These files will also be larger in size, sometimes significantly, so make sure that you have adequate space on your iPad before you buy.

### Main controls

The main control keys are standard and are brought up by tapping the screen once. You can play, pause, forward or rewind when you need to



### 03 The fun starts here

All you need to do now is simply tap the Videos icon in your home screen and choose the film you want to watch from the list of videos you have installed onto your iPad. The film (or TV programme, for that matter) will then start to play immediately from the beginning.



### 04 Small changes


Double-tapping the screen will make the movie fill the whole screen, and doing so again will take it back to standard format (which is useful for widescreen films). The rest of the on-screen tweaks are obvious in their implementation, such as play, pause, etc.



# The next step

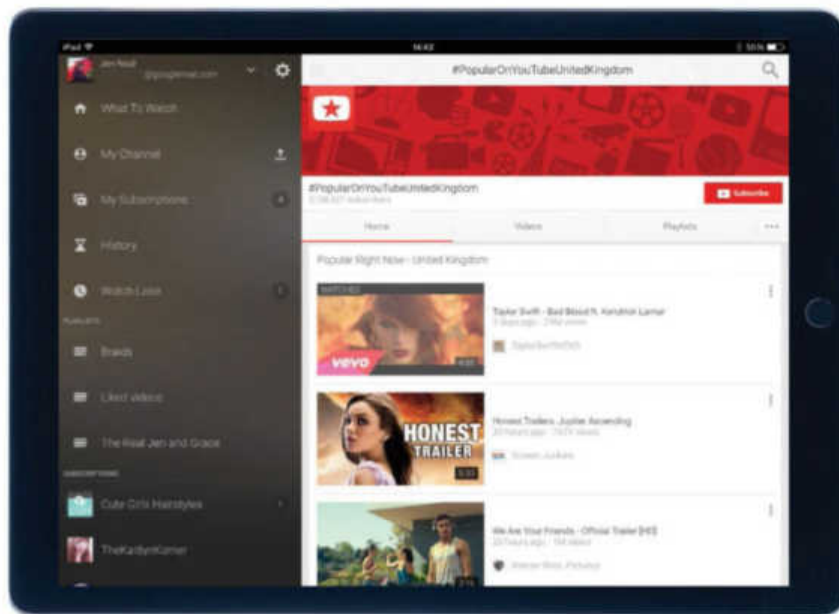
## View video content via YouTube

Discover how to get the most out of YouTube on your iPad

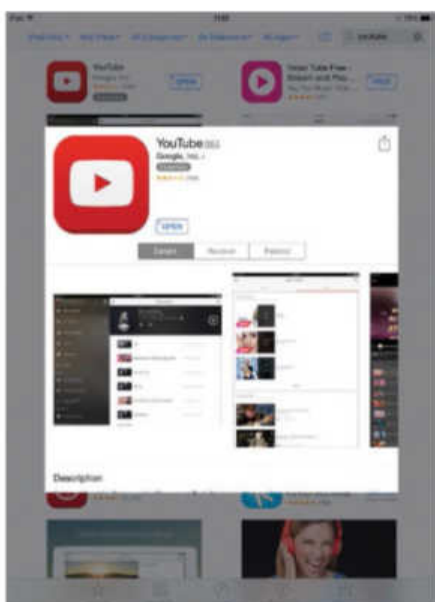
 Apple no longer includes YouTube as a standard, built-in app, but thankfully Google has worked hard to create its own custom app for the tablet device. The result is a more streamlined experience, with a brand new interface and a number of new features that give the user more control.

The sidebar on the left of the screen stays hidden in portrait, so you can access it when you need it. It helps you navigate through the various video categories and view your Profile information if you wish to log in. The new app also includes a voice search option, allowing you to speak aloud to search for a video in seconds.

The app may no longer be integrated into iOS, but since YouTube videos will play within Safari, this is only a small concern. For those that want the full YouTube experience on their tablet, however, the app is unmissable. The app itself is simple to use and easy to pick up, and with just a few taps millions of videos will be at your fingertips.

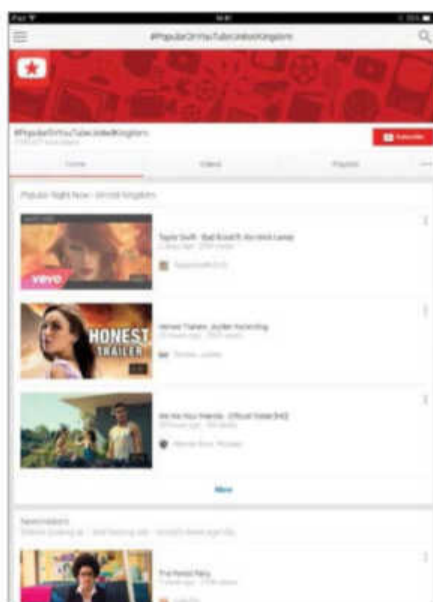


### YouTube *Make the most of YouTube*



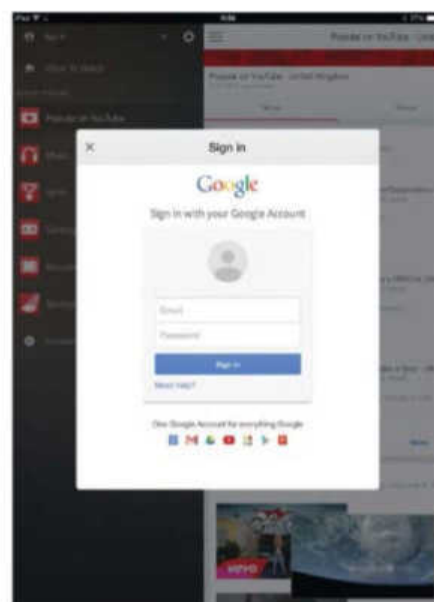
#### 01 Get started

To start using YouTube on your iPad, head into the App Store and search for YouTube in the search bar. Download the free app and open it to start browsing videos.



#### 02 Popular videos

When you first open the app you'll see a range of the most popular videos on YouTube at the moment. Pull the list down to refresh it or tap a video to watch it.



#### 03 Sign in

To access your account, swipe across the top of the screen from left to right and you'll see a number of options. Simply tap Sign In and input your Google information to log in.

## Discover YouTube for iPad

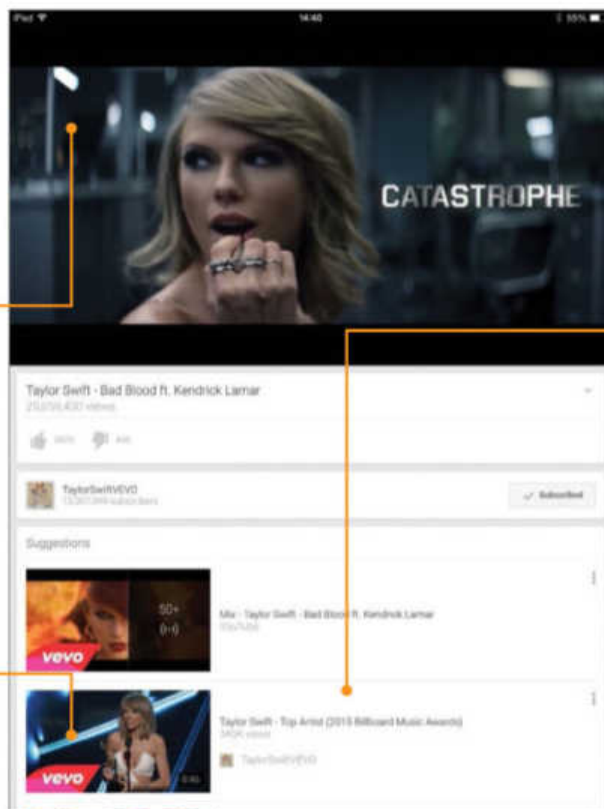
The YouTube app is incredibly easy to use, with everything you could need in one place

### Swiping

No matter where you are in the app, it's possible to view the options sidebar by swiping across the screen from left to right

### Comments

Comments are visible when you watch a video, but you can access them by tapping this button. From here you can add your own comments, too

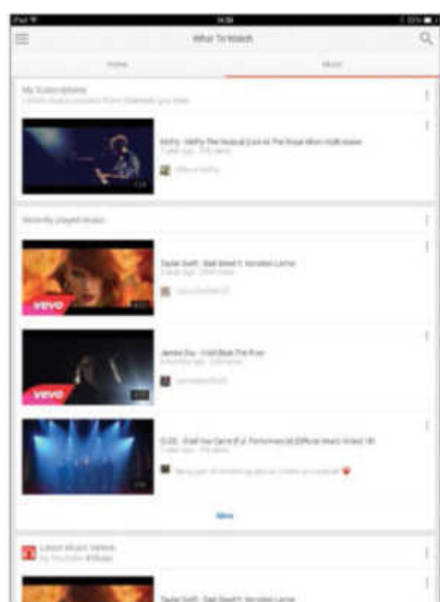


### Related videos

YouTube will suggest a list of related videos based on your watching habits. Tap 'More' to extend the list and find even more great watches

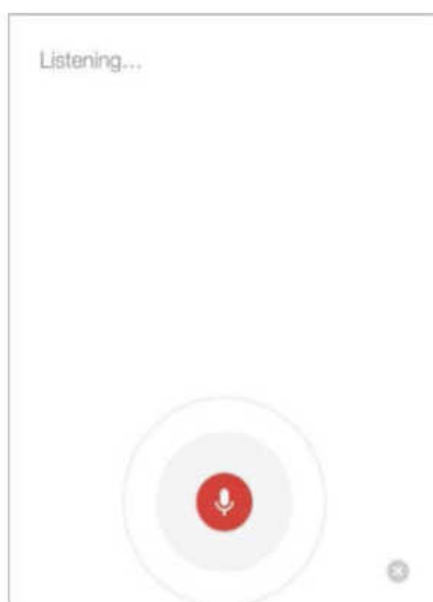
### Streaming

Streaming video wirelessly is very bandwidth-hungry, and overuse on 3G alone could cause you to break the limit on your data account. Your network provider is then within its rights to send you a warning. When possible, try to use Wi-Fi because this will not only perform better, but it could potentially save you a lot of money.



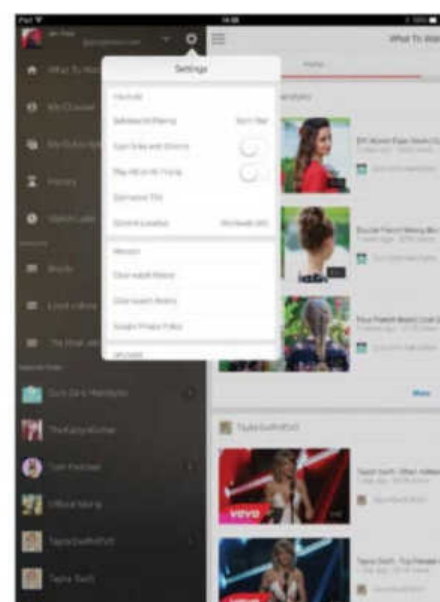
## 04 Explore the content

You will now see videos from users you're subscribed to in the main stream. Alternatively, swipe left to right again and pick a different category of video.



## 05 Voice Search

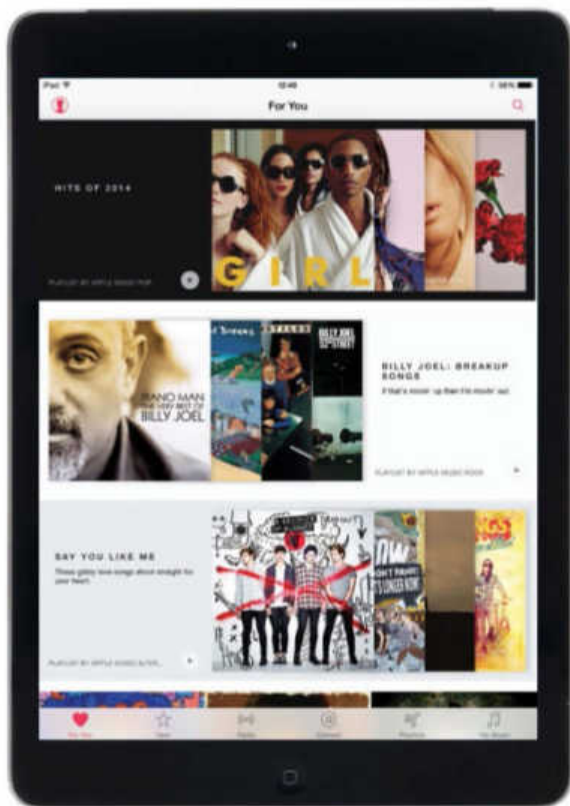
Tap Search and then tap the mic icon on the keyboard. Now simply dictate the name of the video you want to watch. The app will analyse your words and find relevant results.



## 06 Settings

You can access a range of account settings from the sidebar as well. Tap the Settings section, or the arrow next to your user name, to see choices like the app used to open links.

# The next step



## Stream your favourite tunes in Apple Music

How to enjoy Apple's new-look Music app and streaming service



Whereas previously Apple's Music app was merely a way to enjoy listening to your iTunes music collection on the move, it has now grown into a much bigger beast.

The iOS 8.4 update saw the Music app get something of an overhaul. While you can still enjoy your music through your iPad, the focus of the app has now shifted to Apple Music, the new sonic streaming service that lets you discover new music and stream it straight to your device for a monthly subscription. You can enjoy this service for free for a trial period of 30

days to try it out, but make sure to turn off automatic renewal to prevent yourself from being charged for the service after those 30 days are up.

You can also use the new-look Music app to see what the current trends in music are and listen to meticulously compiled playlists from music experts, check out radio stations and even connect quickly and easily with your favourite artists via Twitter. If you're into music and open to trying new flavours then the new-look Music app has evolved perfectly just for you.

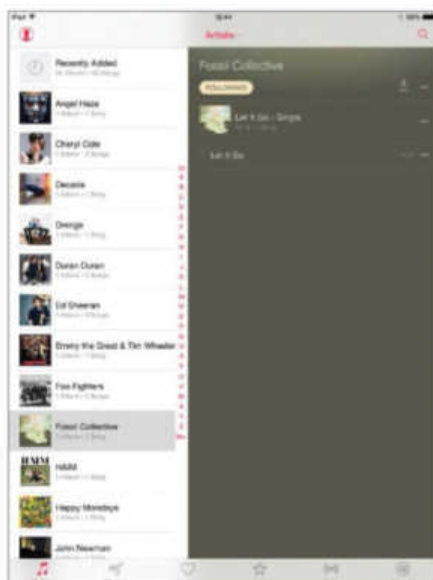
"The focus of the app has shifted to Apple Music, the new service that lets you discover new music and stream to your device"

### Music Sign up to Apple Music



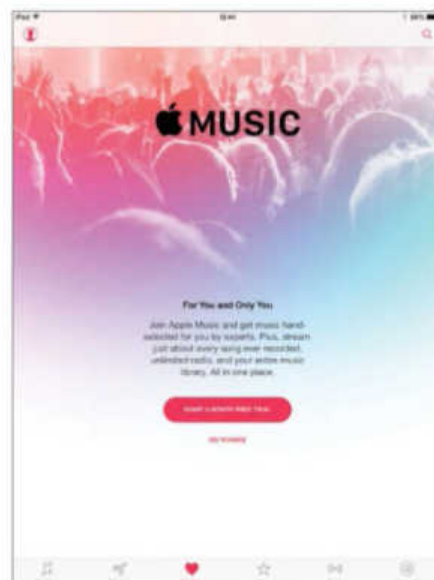
#### 01 Update your iOS

Apple Music was introduced with iOS 8.4. Go to Settings>General>Software Update to ensure that you have it, then launch the new-look Music app from your home screen.



#### 02 Your music

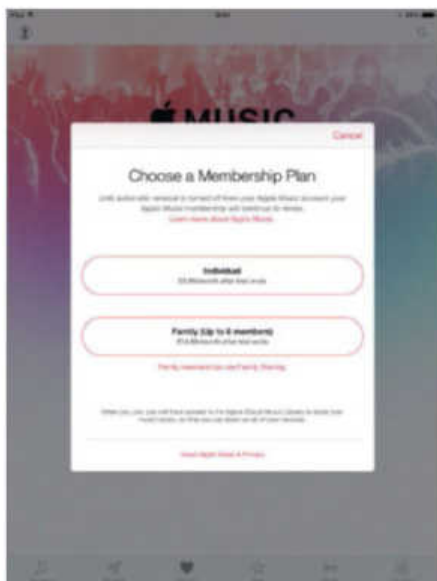
You will notice that your music library and playlists have been condensed into one section called My Music. You can access your music library or your playlists using the tabs at the top of the screen.



#### 03 Join Apple Music

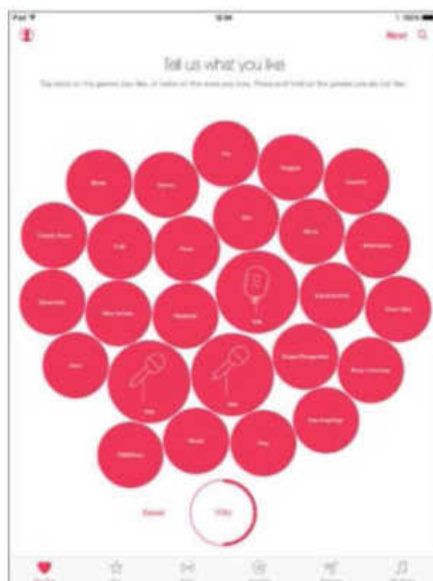
Tap on the For You icon at the bottom of the interface and you will be prompted to begin your free Apple Music three-month trial. Tap on the red Start button to get going.





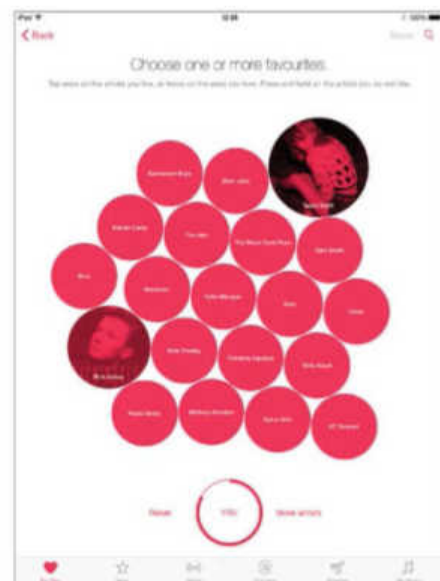
#### 04 Choose a plan

You will then be asked to choose a membership plan, so select either the Individual or Family package option and then enter your Apple ID to complete the process.



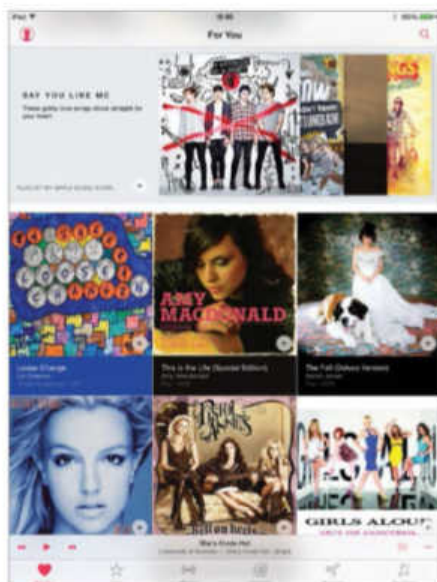
#### 05 Tell the app what you like

On the following screen, tap once on the genres of music that you like and twice on the ones that you love and then press and hold on the genres that you are not a fan of. When done, tap Next.



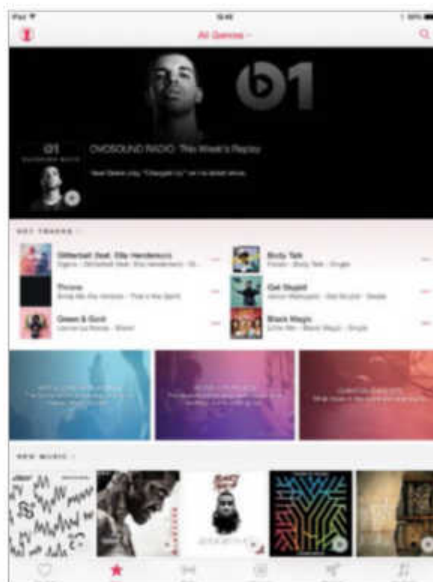
#### 06 Choose your favourites

Next, repeat the process but this time on the selection of bands and artists that the service selects for you based on your previously stated likes and dislikes. Tap Done when you are ready.



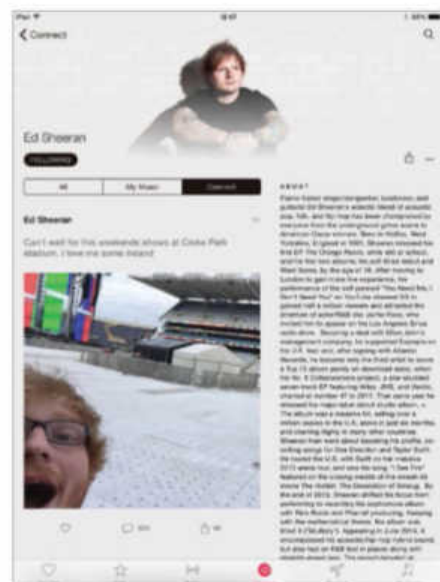
#### 07 Get listening

Based on your likes and dislikes, the Apple Music service will present new music for you to check out and listen to under the For You section. Tap on the Play button to start listening.



#### 08 Check what's new

Tap on the New section to find new and recently added music. Here you can discover hot tracks and scroll down to check out various playlists. You can also search by keyword.

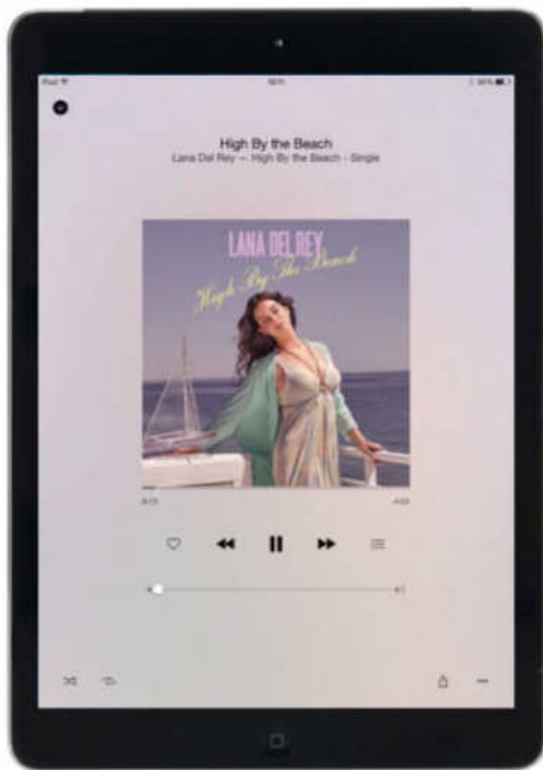


#### 09 Connect with the artists

By tapping on the '@' icon you will be fast-tracked to the various tweets from the bands or artists present in your library, making it quick and easy to connect to the stars.



# The next step



## Create a playlist in the Music app

Build your own mp3 player and keep your favourite tracks at your fingertips, wherever you are



With all of the bells and whistles that the iPad has to offer, it can be easy to forget that it's also a very impressive iPod in its own right. The interface is clean, simple, easy to manipulate and great fun to play around with. The new Apple Music feature also means you can stream whatever music you want on a subscription basis.

A great feature of the new Apple Music app is the ease of creating playlists, for parties or fitness regimes, for example. The system that Apple has devised for this is

truly very impressive. So impressive and fun that you will want to sift through an entire library and create one playlist after another.

Long gone are the days when you had to create playlists in iTunes on your computer and then sync them to your iPad. Now you can do everything on the fly and it is as easy as tapping a button, naming your new list and then adding tracks to it before dragging them into the optimum running order for your needs. New playlists will also be synced to other iOS and Mac OS X devices.

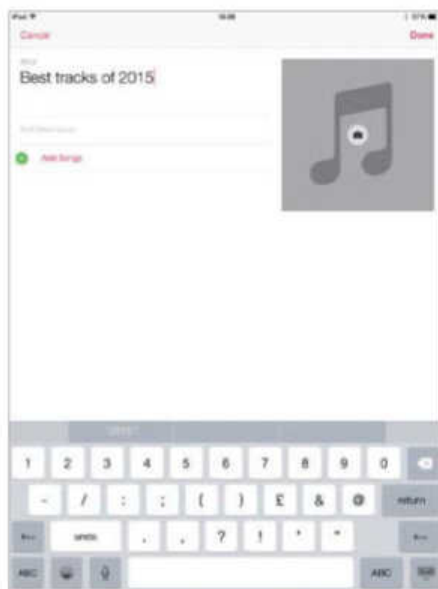
*"With all the bells and whistles that the iPad has to offer, it's easy to forget that it's also a very impressive iPod in its own right"*

### Music Create a playlist



#### 01 Open and tap plus

Open the Music app and head to the Playlists tab along the bottom of the interface. Your playlist list will look pretty bare, so tap the New option to start creating a new playlist.



#### 02 Type the title

A window appears allowing you to name the playlist. The keyboard springs up from the bottom of the app, allowing you to easily type in a title. Tap the '+' icon to add songs here or do it later.



#### 03 Save it

Give your playlist an appropriate name and then tap on the Done button. Your new play will then be added to the All Playlists section. Tap to select it from here.

## Listen to music on the go

Setting up playlists on the iPad is a breeze

### Start adding

Tap the green plus icon to start adding songs. You can also add a description for your playlist if you so wish

### Edit

Once you've filled your playlist, you can edit it to your liking. This means you can reorder songs by dragging them up and down, or tap the red circle to remove them

### Bottom tabs

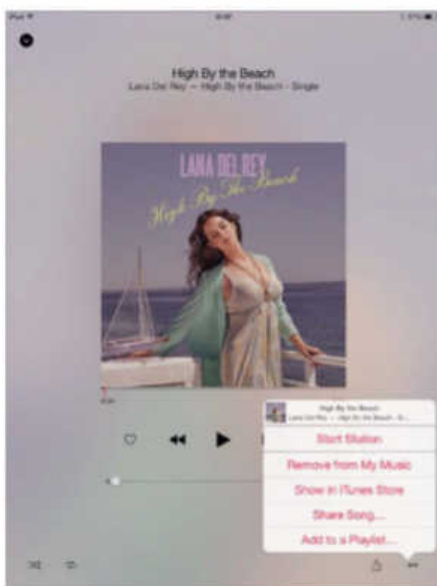
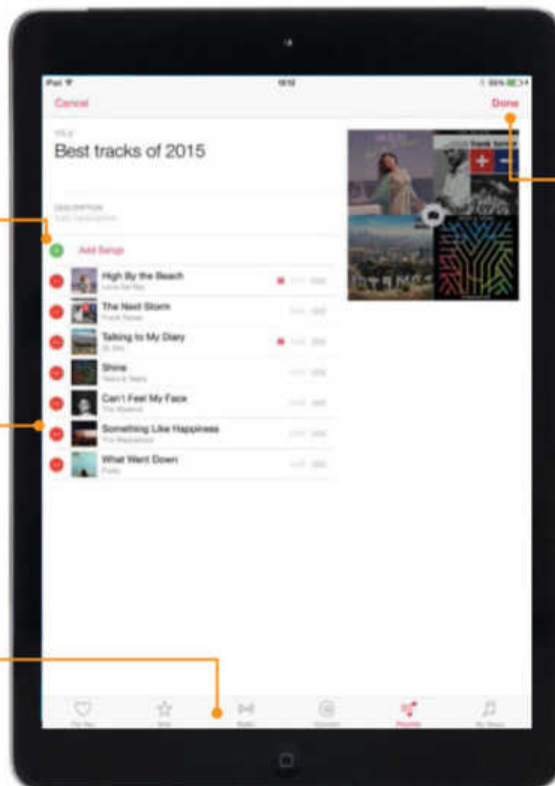
The Music app has buttons at the bottom for you to access a range of options, including Radio

### Options

The Music app reflects the look of the reskinned iTunes. Across the top of your playlist you'll have options to Edit and Delete. When you've made changes, tap Done to finalise them

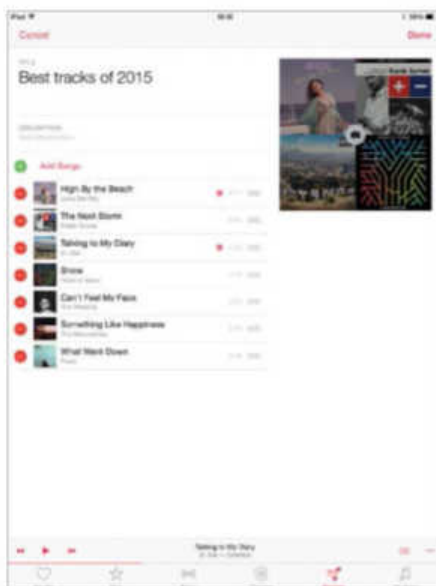
### Sync it

If you want to add songs from your computer's library, you'll need to sync your songs with the iPad. Otherwise you can purchase songs from the mobile iTunes Store and they will be added to the Music app and synced back to your computer.



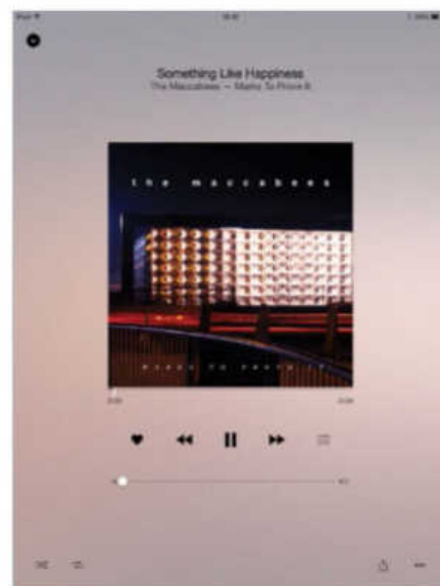
### 04 Adding tracks

With your playlist created, navigate to any track you want in your playlist. Tap the '...' icon next to a track that you would like to add to your playlist and choose the applicable action.



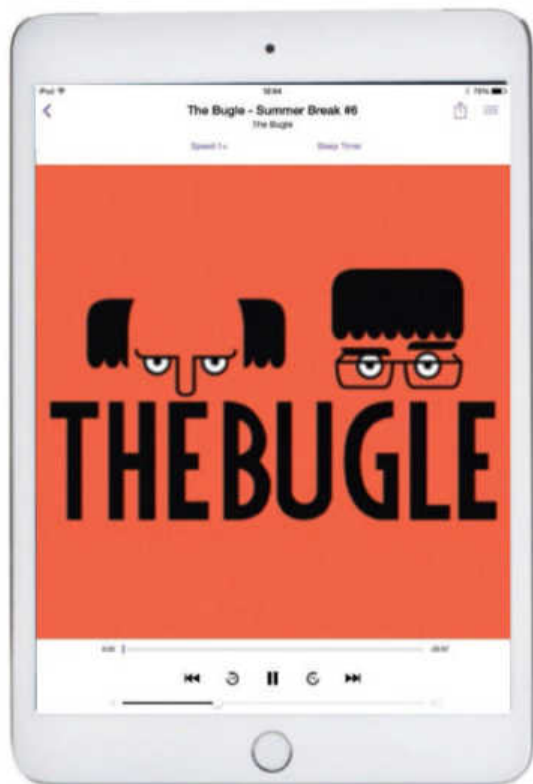
### 05 Done, drag, Done

Once you've picked your songs hit Done and then go to Playlists. If you tap the Edit button at the top of the screen you can change the running order by dragging the tracks.



### 06 Play it, love it

When you're completely set on the order that you want, all you have to do is hit the Done button again and your playlist is ready to play and enjoy at your leisure.



## Listen to podcasts on your iPad

Search for, subscribe to, and listen to a wide array of podcasts on your iPad and stay entertained



The iTunes store has recently become so big that it has had to migrate particular wings to their own standalone apps, such as iBooks, iTunesU and Podcasts. Since the iOS 8, these apps have come as standard, so there is no reason not to jump right in to investigate what they can offer you. If you have used the iTunes app before, the Podcasts app will be immediately familiar.

Use the icons at the bottom of the screen to check out the Featured and Top Charts sections of the iTunes store and you will be able to start searching for popular podcasts. If you know what you want to subscribe to or wish to find podcasts that specialise in a particular area, tap on the Search option and enter keywords. When

you find a suitable podcast, select it to view its info page and then tap on the Subscribe button to ensure that you are notified when a new episode is ready to download. You can also tap on the cloud icons to download individual episodes to your device.

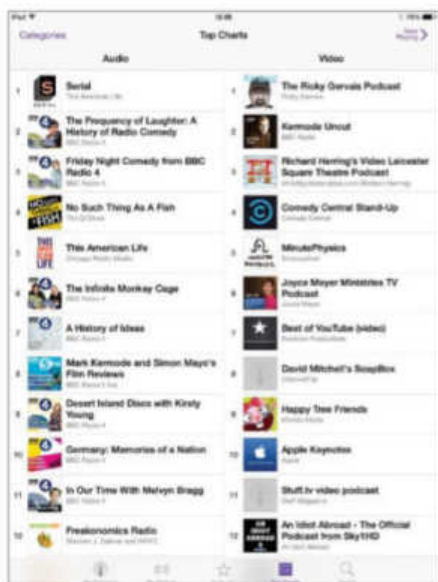
To listen to your downloaded podcasts, tap on the My Podcasts icon and select a podcast, followed by the episode. You will then be presented with a familiar set of playback controls to Play/Pause and skip forward and back. You can also press, hold and drag the scrub bar at the bottom of the controls to fast-track to a particular point in any episode. Even if you have never listed to a podcast before, this app makes it an enjoyable experience.

## Podcasts [Download a podcast](#)



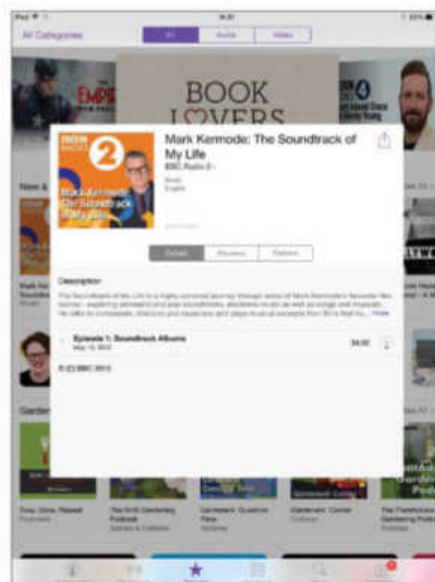
### 01 Start shopping

Tap on the Featured icon and you will be taken to the Podcasts wing of the iTunes store, where all of the latest podcasts will be displayed. Use the tabs to filter by Audio, Video or All.



### 02 Explore the Top Charts

Tapping the Top Charts icon will list all of the podcasts that are currently popular. This is a good way to find content that is recent and that other users are listening to.



### 03 Subscribe to a podcast

When you find a podcast that you would like to subscribe to, tap on the Subscribe button and you will be notified whenever a new episode is ready to download and be listened to.

## Get to know the Podcasts interface

Explore the store and listen to content on your iPad

### Store tabs

Podcasts come in two flavours, Audio and Video, which are self-explanatory. Use the tabs at the top of the Featured store window to view the latest and greatest podcasts in each category. When you find one, hit Subscribe

### Your Podcasts

All of the podcasts that you have downloaded will be accessible through this section. Tap on a brand to view all of the podcasts inside and then tap an individual episode to start listening to it

### Video

Podcasts don't just come in an audio format, you can also view video Podcasts. Just tap on the Video tab, and you can search and download in exactly the same way

### Search

If you have a good idea of the sort of content that you would like to download and listen to then tap on the Search icon and start entering keywords to find content that matches quickly and easily

### Creating podcast stations

You can line up a series of podcasts to listen to in one go by tapping on the My Stations icon, selecting the New Station option and then giving it a name. You can then pick individual episodes to make up your station or tap the Include All Podcasts option to feature every single podcast on your device.



## 04 Download episodes

You can also download individual episodes by tapping on the cloud icon next to a particular episode. All downloaded content will be accessible from the My Podcasts section.



## 05 Play a podcast

When you are ready to start listening to a podcast, tap on the My Podcasts icon and select a podcast to listen to. Tap on an individual episode to start listening to it.

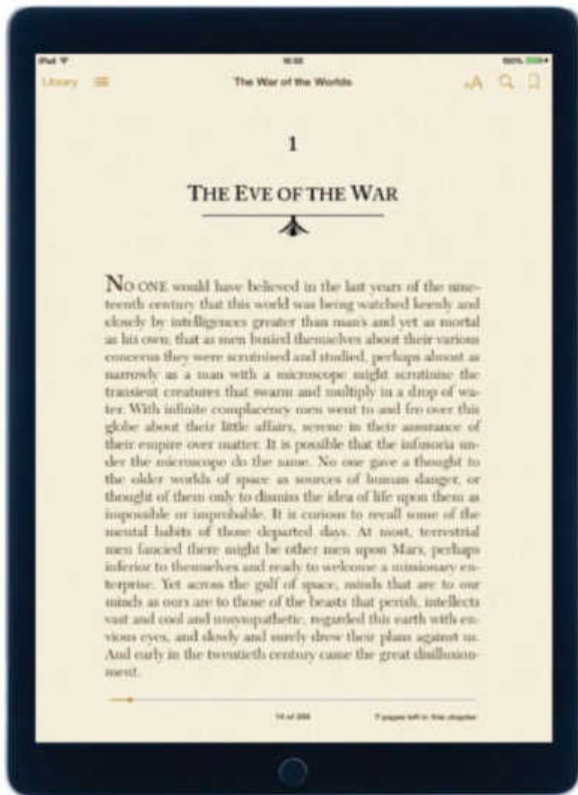


## 06 Playback controls

When you start listening to a podcast you will be presented with a familiar set of playback controls. You can also change the speed and use the scrub bar to jump to a particular point.



# The next step



## Purchase an iBook

Start browsing for iBooks and build your own library of literature you can carry around with you



One of the reasons for the iPad's popularity is for its ability to challenge the feats of Amazon's Kindle – and then some.

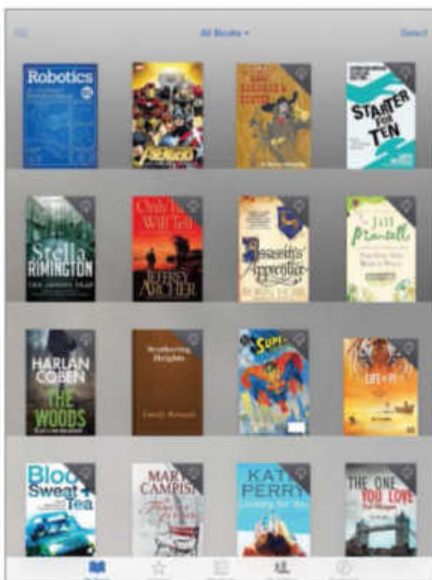
It's very easy to get lost in a world of crazy apps, accelerometers and multi-touch gestures, but the iPad was initially conceived as a fantastic e-book reader. The iPad obviously has a number of advantages over the Kindle in that it can do a great deal more than a dedicated device, but on a purely e-book-reading scale the iPad is still one of the most advanced out there. What's more is that Apple already has a tried and tested way to deliver e-books directly to its devices: namely the iTunes Store.

Apple hasn't just bundled the new books into that system, though, because it's created a separate space for these so that users can be sure of what they are downloading. iBooks is a fantastic resource on your iPad, holding all your e-books and giving you access to the custom-built iBooks Store to make purchases, which are downloaded directly. The system is simple, although unless you are running iOS 8 or later you may find you need to download the iBooks app from the App Store to kick things off.

This tutorial will take you through your first download from iBooks so you can get a feel for the system. It's then up to you to resist buying a library's worth of content!

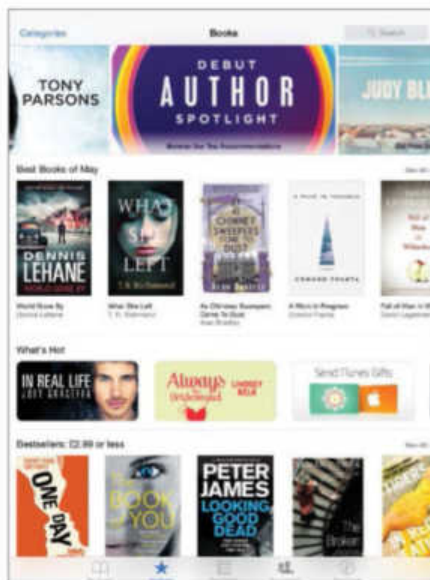
"The iPad was initially conceived as a fantastic e-book reader"

### iBooks Purchase a book



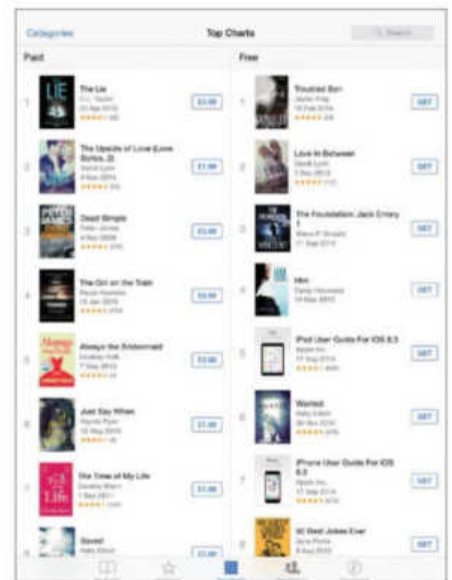
#### 01 Load and launch

Find the iBooks icon on your home screen, tap it, and once it's loaded you will be presented with blank shelves. To purchase your first book, hit the Store button at the top left.



#### 02 Familiar feel

Tapping the Top Charts icon will list all of the podcasts that are currently popular. This is a good way to find content that is recent and that other users are listening to.



#### 03 Top charts

The Featured section displays all of the latest releases of significance and you can also tap on Top Charts at the bottom of the screen to see which titles are currently popular.

## Tour the iBooks Store homepage

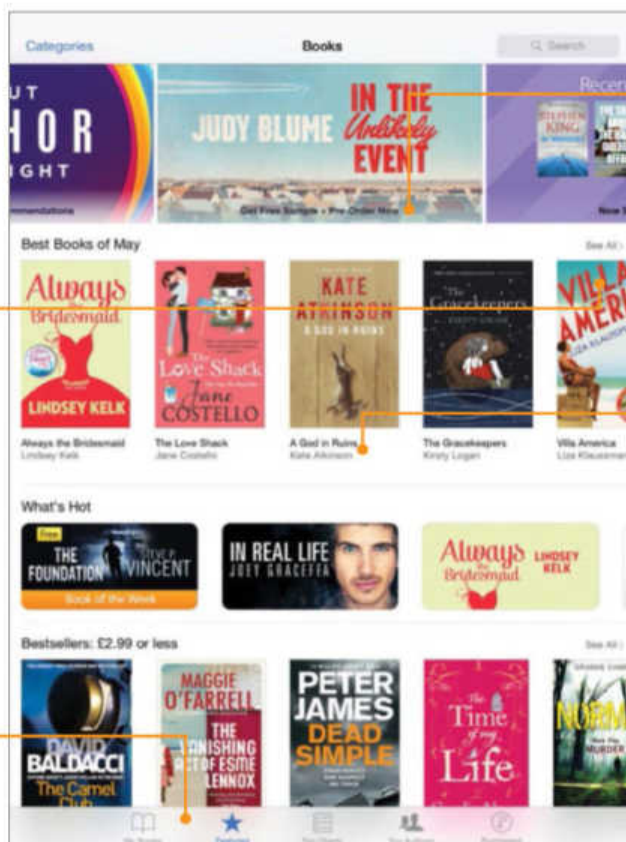
Find your way around your new home for digital books

### See All

Use the See All button in order to get a bigger list from any given section. It's the same system that's used on the App Store

### Tabs at the bottom

At the bottom of the interface there are four tabs, which will help you navigate through the Store and also see what you have already bought



### Promo perfection

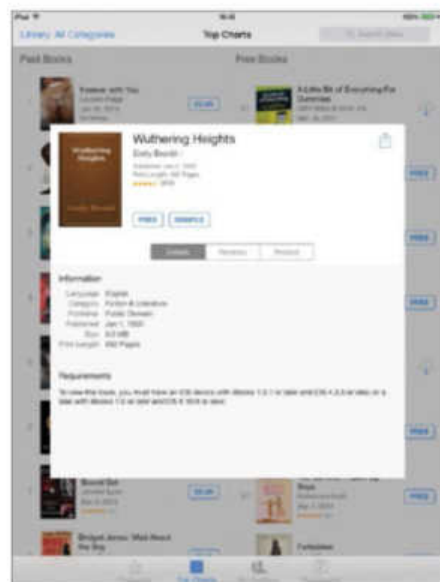
Again, like the App Store, books are picked by Apple to be featured on the front of the Store. This positioning increases their sales no end, as you can imagine

### Easy navigation

Navigating through the Store with your fingers is easy. Tap buttons to see more and tap individual books in order to get more information

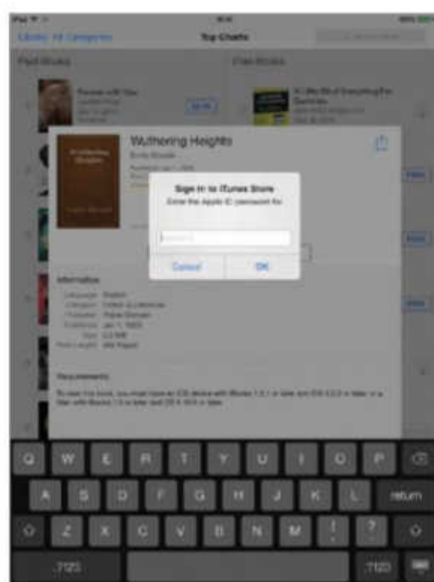
### iCloud

You can sync your book collection and bookmarks to iCloud, so that they will be available across all of your iOS 8 devices. Go to Settings>iBooks to activate and take advantage of these services.



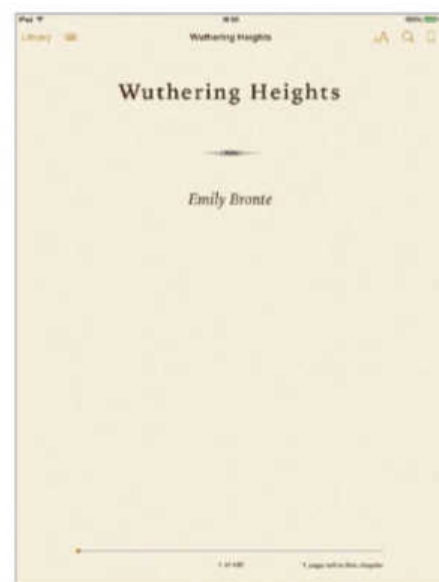
### 04 Free classics

Like the App Store, there are a huge number of free books. These tend to be the classics, so you can go ahead and get great content for nothing. Tap on the Free button and then tap Get Book.



### 05 Password

You'll now be prompted to enter your iTunes account password to authorise the download. Do this and then tap the OK button to start downloading the book.




### 06 New books

Your new books will now appear on the bookshelf and you'll see a progress bar as they download. Once downloaded, the book will become available to read at your leisure.

# The next step

## Get to know iBooks

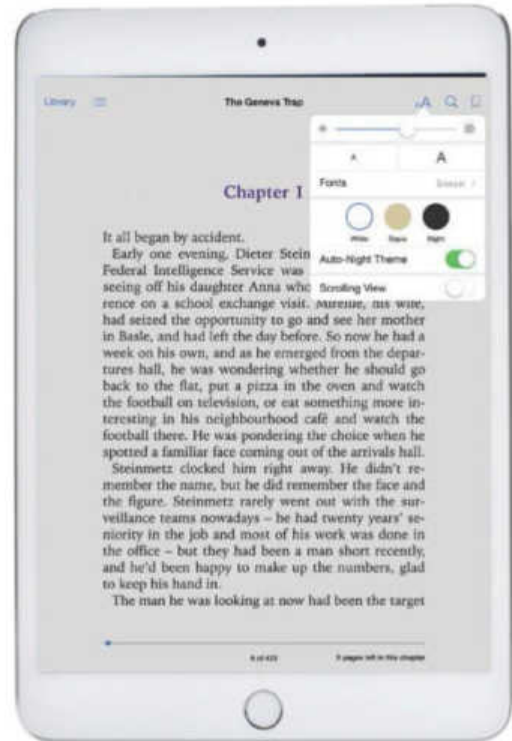
Having an e-Book reader on the iPad is very cool, so here's how to customise it to your liking

 Despite the conjecture, if you've actually used the iPad you'll know full well that it's much more than just a large iPod touch. The size really does make it feel like you're holding a full-blown computer in your hands, and no other app exemplifies the difference more than iBooks.

When you're reading a book on the iPad it feels natural, it's easy to do, and you'll be certain to do a lot more reading now that it's so simple to carry your whole library around with you. The beauty of the iPad interface means that making changes to the way iBooks looks is very, very simple.

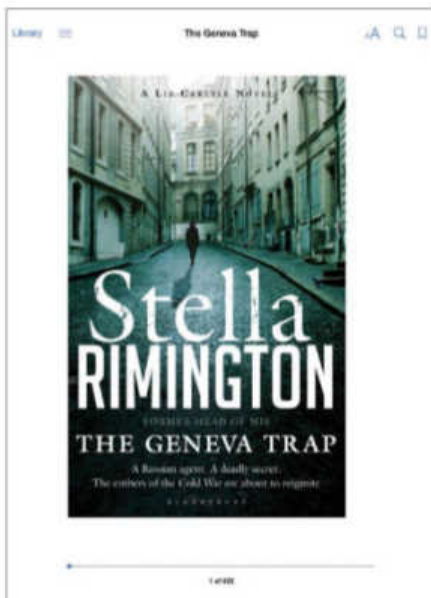
Users can opt to make text bigger, change the font and alter the brightness of the page – without having to leave your place in the book you are reading. Try doing the same three operations on an iPhone and you will notice the difference; just see how many times you have to leave and return to the page you are reading.

iBooks is exceptional, so follow our quick tutorial on how to get more from the already excellent reading experience. While some people have found the transition from physical to digital books a slight challenge to overcome, the iPad will make this so effortless you'll be converted for life.



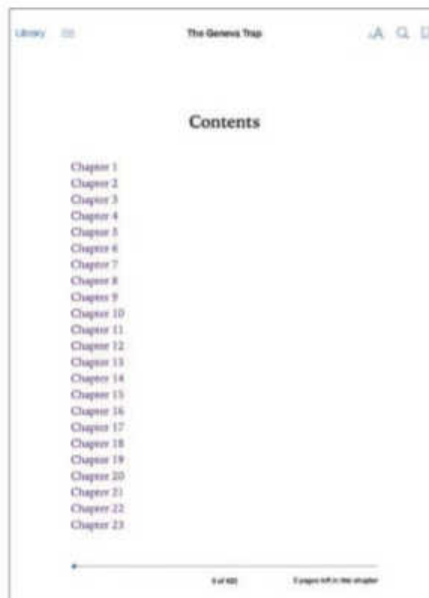
“Users can make text bigger, change the font and alter the brightness of the book”

iBooks Adjust font, size and brightness



### 01 Open it up

From the home screen, locate and open the iBooks app, then tap on the cover of a book on your shelf that you would like to read. The page is presented as if it were a real book but with options at the top and bottom.



### 02 View contents

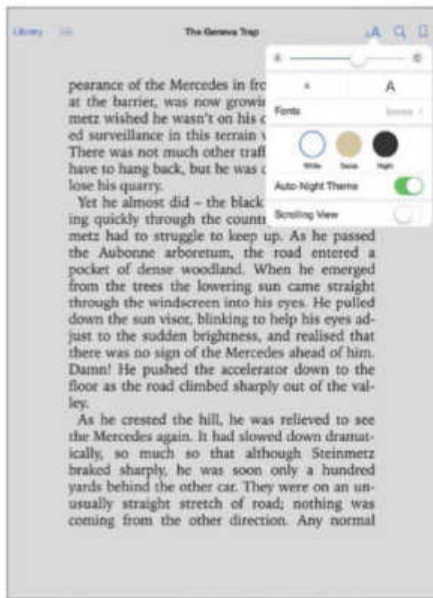
You can navigate to the contents page of any book by tapping the list icon in the top-left corner of the book page you are on. Move to a chapter by tapping on it. From here, you can also head to your own bookmarks and notes.



### 03 Curler

You can flip through pages by dragging from the right-hand side to the left, where you'll see the cool page-curl animation. It is as if you are flicking through a physical book. Alternatively you can tap on the right-hand side of the screen to flip the page.





#### 04 Font it

If you wish to alter the appearance of your font, tap on the 'A' font button in the top right-hand corner of the page to access the menu where you can alter the book's font and text size. Tap the big 'A' to increase font size and the small one to decrease it.



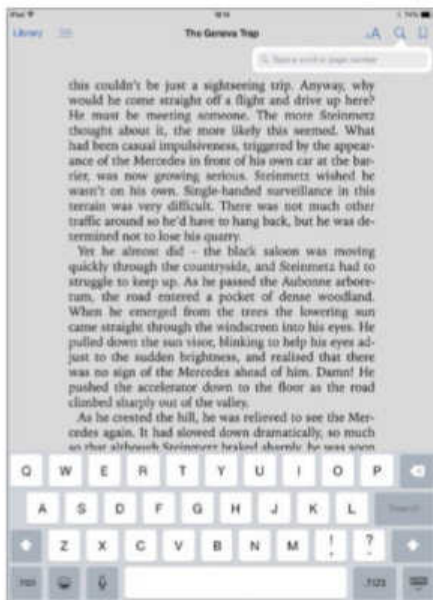
#### 05 Change font type

To change the font type, tap the Fonts button again in the top right-hand corner and pick from the available options that are listed in the pop-out window. The selection should provide an alternative that suits you.



#### 06 Tick it, watch it

Tap the font you wish to change it to and a tick will appear next to it. As with all the other changes you can make to the appearance of a book within iBooks, they will happen instantly and will stay that way until adjusted again.



#### 07 Spotlight index

Tap on the magnifying glass icon to bring up a search field. Every book in the iBook Store is fully indexed so you can instantly find individual words in a book, this is invaluable for jumping to specific sections of textbooks or dictionaries.



#### 08 Adjust brightness

Tap on the sunshine icon to bring up the brightness settings of the book. This only affects the brightness levels within the iBooks app itself and doesn't translate to the rest of the iPad, so you won't have to change it back.



#### 09 Suitable setting

Changing the brightness means that you can alter the reading light to whatever is most comfortable for your eyes. Depending on the ambient light of your surroundings, you may find yourself adjusting the brightness regularly to avoid eye strain.



# The next step



## Join Twitter and get tweeting

Get into the phenomenon that is social media and connect with friends in an exciting way



**It's not an exaggeration to say that Twitter is a social phenomenon.** Whether you are already a part of the tweeting community or you are new to it, you will be aware of the terms 'hashtag' and 'trending topics'. And if you aren't, by the end of this tutorial, you will be! In iOS 8 and later, Twitter comes as a part of the package. When you first set up you are given the option to connect your Twitter account or to join the social media service if you haven't already.

Some think of Twitter as 140 characters of mindless chatter, but there is a lot more to it than that. It helps keeps you

connected with friends and family, while also allowing you to keep up with what's going on in the world around you. It is also a fantastic networking tool, allowing you to keep in touch with people with similar interests, as well as up-to-the-minute news, opinions and events relating to your field of interest.

In this tutorial we show you how to create an account, follow your favourite Twitter feeds and start sending your own tweets and direct messages to your followers. Discover the world of Twitter and start joining in and connecting to others in a way you ever thought of before.

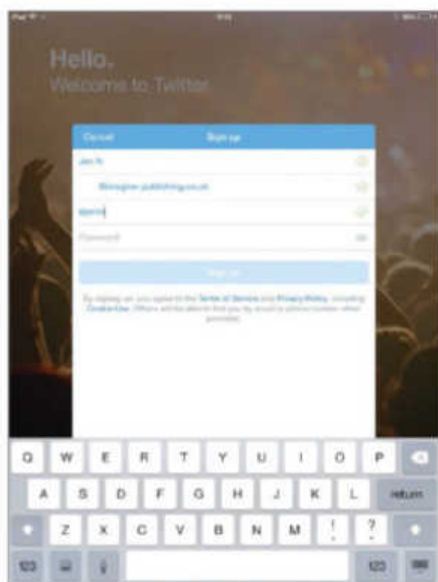
*"Some think of Twitter as 140 characters of mindless chatter, but there is a lot more to it"*

Twitter *Learn the essentials of the Twitter world*



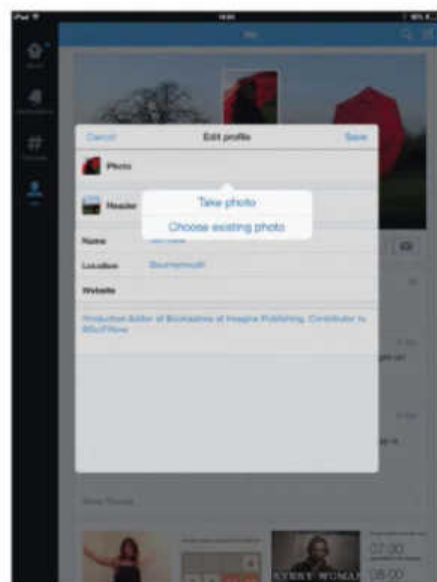
### 01 Get connected

Head over to the App Store, search for Twitter and tap Get>Install. Once it has installed, tap Open and it will take you to the app. You will be greeted with the option to Sign Up or Log In.



### 02 Create an account

If you are new to Twitter, tap on Sign Up and go to the Sign Up screen. Fill out your details and choose your Twitter handle (what you will be known as). If you already have an account, simply log in.



### 03 Design your profile

Fill out details such as your Bio, which will appear on your profile. To add a picture, tap the picture area and select one from your photos. This will appear next to your tweets on other people's feeds.

## Understand the Twitter interface

Navigate the various options and actions available on Twitter

### Followers

You can see if a user follows you back by the words Follows You next to their Twitter name

### Statistics

This is where you see how many tweets, followers or followees a user has. Tap here to view the list of names



### Follow a user

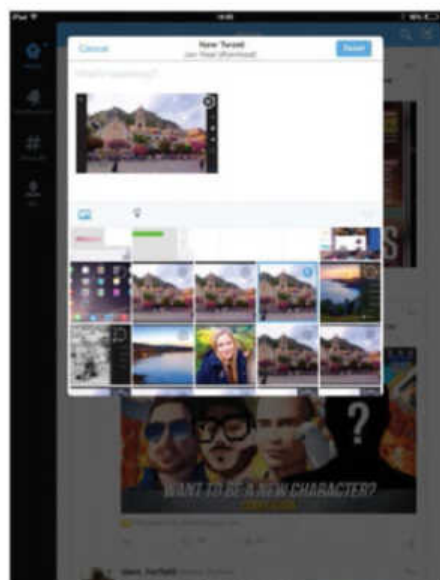
To follow somebody, tap on the Follow button under their profile header. Once you have followed them it will read Following instead. To Unfollow, all you need to do is tap the button again

### Favourite & retweet

You can favourite a tweet so you can find it again easily. If a user tweets something you wish to share, then you can hit the Retweet button to share with your own followers

### Hashtags

Placing a hashtag before a word or phrase in Twitter turns it into a link that allows you to find and participate in a conversation on that topic. Make sure keywords or phrases with multiple words don't include a space between them. All you have to do is click on the keyword to see other Tweets on the same topic, and others who do the same will be able to see yours.



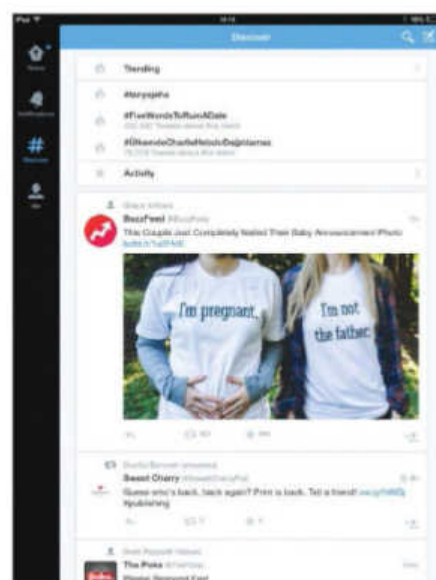
### 04 Tweet away!

To send a new tweet, tap on the quill square in the top-right. Type in your tweet and tap the Tweet button. This will now appear on your feed. You can add links to websites and pictures.



### 05 Get notifications

Tap on the Notification tab on the left-hand side of the screen to view replies, favourites and retweets. In order to reply, tap the arrow, or simply type '@(username)' to talk to another user.



### 06 Join the conversation

The Discover tab is where you will see trending topics and popular tweets from the people you follow. There will be suggestions of people to follow and the most popular topics, or 'Trending topics'.

# The next step



## Use Facebook with friends & family

Stay in touch with your friends and family on the biggest social network online



Facebook is everywhere, from online trends laying their roots in the pages of the popular

networking site, to news breaking to the masses using the system. And with such a large proportion of the adult population connecting with friends and family in this way, it is likely that you will be missing out on the conversation if you aren't a part of it too.

Posting to Facebook is simple. You can easily share any aspect of your life with all your friends on the news feed or directly on a specific person's timeline. From pictures of a recent project or holiday to

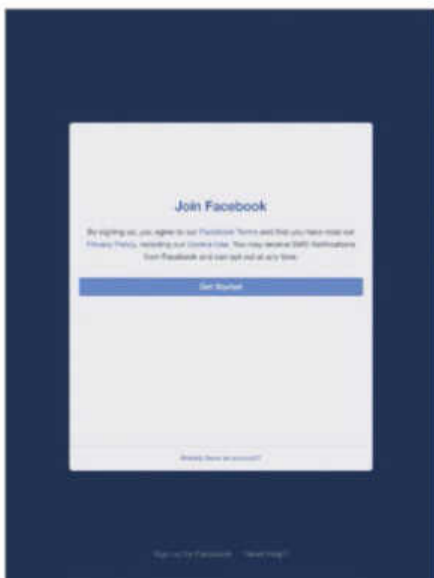
personal thoughts and opinions, it is one of the best ways to keep your friends and family updated on your life.

Facebook even has the ability for you to link your interests with pages from a wide range of subjects, from TV shows to the more obscure hobbies. Here we will show you how to find what you are looking for to formulate a news feed that is perfect for you, and which you will enjoy engaging with on a daily basis.

So connect with your friends, like their pictures, comment on their statuses and generally keep up-to-date with what is going on in your social circles.

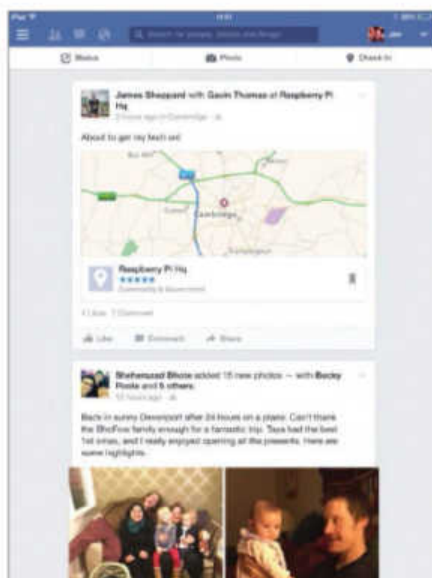
*"It is likely that you will be missing out on the conversation if you aren't a part of it too"*

## Facebook Connect with your friends



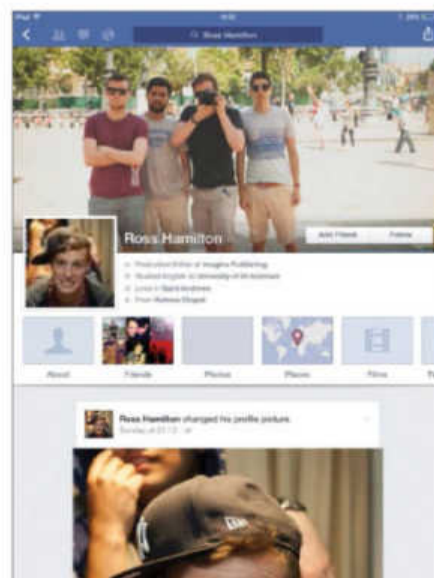
### 01 Join Facebook

Download the app from the App Store. Open the app and sign in if you have an account. If you don't, tap Sign up for Facebook at the bottom of the screen and follow the instructions.



### 02 Orientate yourself

Once you have signed up and added your first profile image, you will see your News Feed, which will fill up with your friends' statuses. To view your profile, tap your name in the top-right corner.



### 03 Connect with friends

To add new friends, type your friend's name in the search box. People with mutual friends will appear at the top, as will people with similar locations or job. Tap on Add Friend.

## Stay in touch with Facebook

Familiarise yourself with the features of the Facebook news feed

### Unfollow

If you are finding that your friends are sharing posts that you do not wish to see, tap on the down arrow next to the post and then chose Unfollow. That way you can still be friends, without seeing posts that don't interest you

### Like

You will have heard the term 'Like' when it comes to Facebook. To do so, just tap on the thumbs up beneath the status or photo. Unlike in the exact same way



### Check in

To share your current location with your friends tap Check In, search for the place and tap Post

### Comment

To leave a comment on a photo or status, tap on Comment beneath the object and simply type in your reply, then tap Post

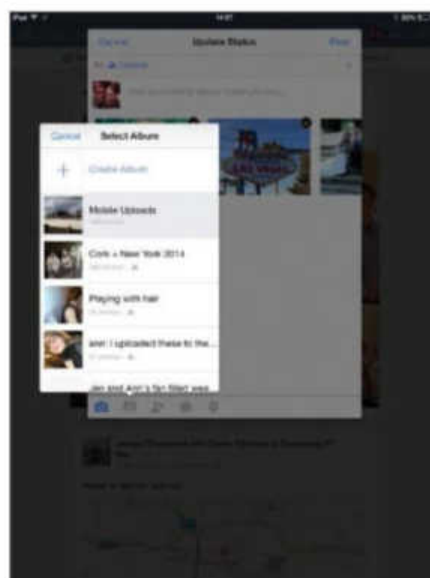
### Messages

If you would prefer to keep your communication private from other Facebook users, you can message a friend directly by going to their profile and looking for the Message button. Click on it and a new window will open up for you to type your message in.



### 04 Status update

To share something with your friends you need to update your status. Simply tap on Status and type out your update. You can add photos, tag friends, and add locations to your posts at the bottom.



### 05 Share images

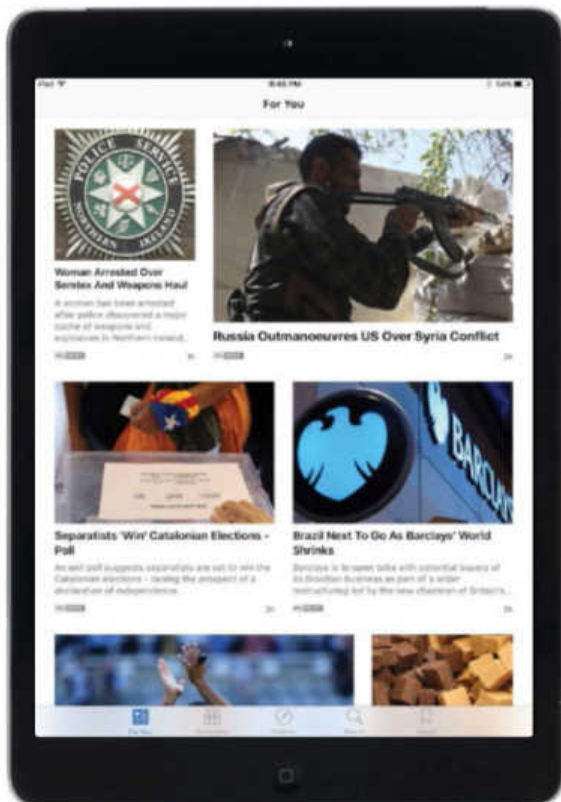
Tap on Photos at the top. You will have to allow photo access. Tap on the photos and tap Done. At the bottom you can add to albums and tag friends to your post. When done tap Post.



### 06 Keep up with your interests


Search for your interests in the top bar and you will be given the options. Tap on the name of the page to go to it, then tap on the Like thumb beneath their user picture to like the page.





## Stay informed with the News app

Discover what is going on in the world from your favourite news sources thanks to the brand new Apple News app

 **iOS 9 saw the introduction of News, the first native Apple app that aggregates news**

**from a range of sources.** This new app offers you content from a wide range of newspapers and websites, and it is updated regularly throughout the day to ensure you're kept up to date with current events as they evolve around the world.

You are able to set which news outlets you want to see content from, as well as set subject interest areas such as sport or British politics. Once you've selected your interests the app will bring together stories as and when they are published on

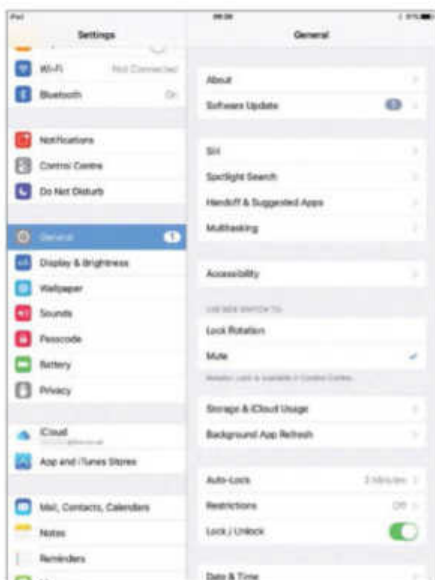
their original websites, displaying them for you to browse through at leisure.

If you haven't got time to read a story at the time it appears you can save it for later via a dedicated button. There is also a section that shows your reading history, so you can easily find stories you have read recently if you are looking for a particular article to show your friends or family.

This tutorial will take you through the steps needed to get hold of the app and get the most of its innovative functions. So start here to stay informed on what's happening around the world.

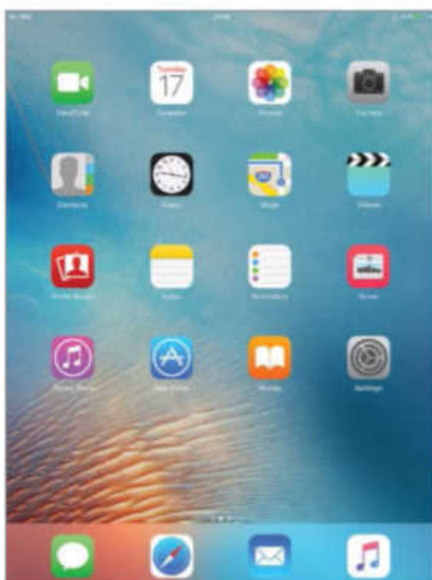
*"The new app offers you content from a wide range of newspapers"*

## Apple News How to get Apple News



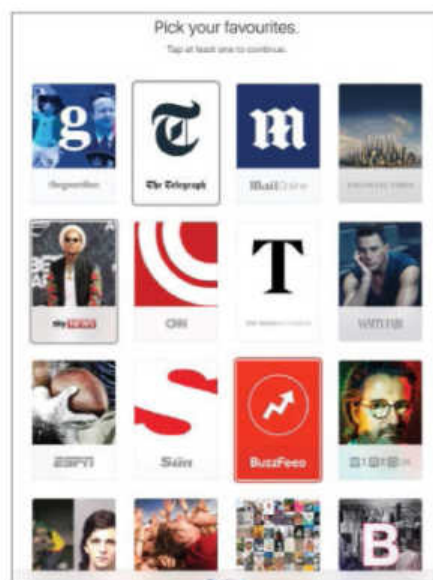
### 01 Update your OS

While US had access to News with iOS 9, the UK had to wait until 9.1. To update, tap on the Settings icon and navigate to General>Software Update and install the most recent operating system.



### 02 Open Apple News

Turn off your device and restart it. You should now see the red Apple News app icon on your home page. Just tap on the icon to open up your own dynamic news feed.



### 03 Select your favourites

Tap on as many of the news outlets as you like. You have to select at least one option and can include a variety of specific outlets or general interest areas.

## Navigate the News app

How to find your way around Apple's News app

### Explore

The middle button at the bottom of the screen takes you to the other potential interest areas based on the preferences you chose earlier

### Favourites

The two rows of boxes towards the bottom left are where your favourites are stored. Tap on Edit to remove any of them

### On the web

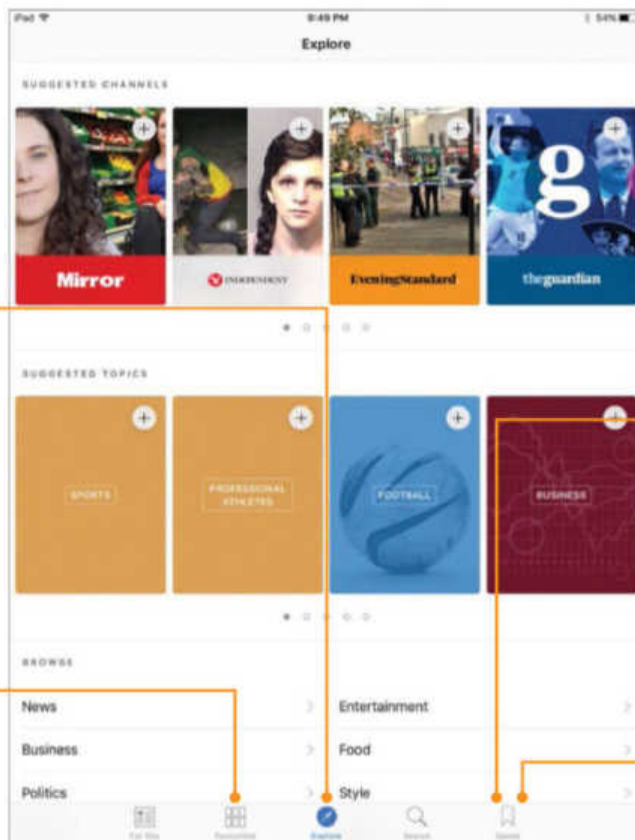
The Apple News app converts the article you're reading to fit its format and opens it up within the app itself. However, you should always be able to see a link to the website of the original source so you can view the story in its original form.

### History

In the same section as the Saved tab is your recent history. Here you can easily find the stories you have already read

### Saved

Tapping the ribbon icon in the top right hand corner of the screen saves a story for later. Tap the far right icon to find saved stories



### 04 Get stories delivered

Apple News will then offer you the chance to have certain articles sent straight to your inbox, so you don't have to sift through loads of articles to get your news hit.



### 05 Read the news

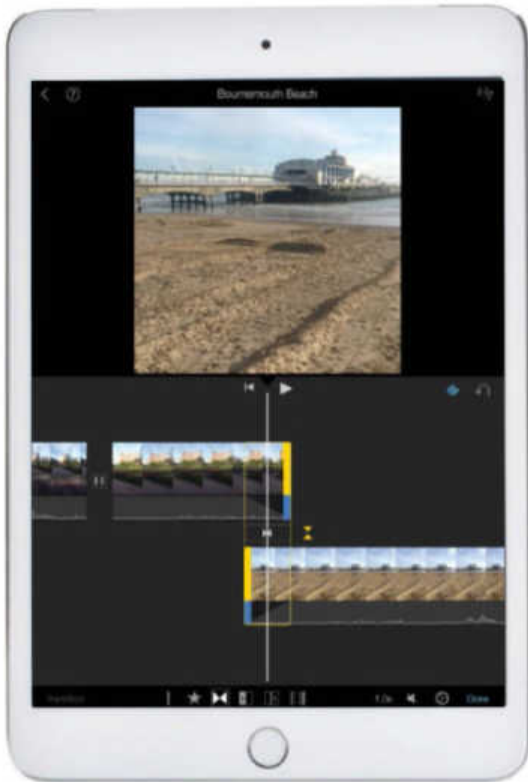
Tap on a story to read it. Tap the heart in the top right hand corner of the screen to favourite it. This will help the app understand what articles you enjoy.



### 06 Share the news

Tap the box containing the upwards arrow. This will allow you to share whatever story you have just read with your contacts via a range of messaging methods.

# The next step



## Edit a movie in iMovie

You can edit iMovie content as many times as you like and the results will always look professional



**Touch is the key word when it comes to editing projects in iMovie on your iPad.** You can

swipe a clip up to the top of the screen to delete it, pull a bar to lengthen it or hold it to choose more subtle options. Apple has done an exceptional job of ensuring that the system works as naturally as possible. It is likely that every movie project will require some tweaking, so take some time to view what you have put together before converting it to a movie. The conversion process can take a while to complete, so

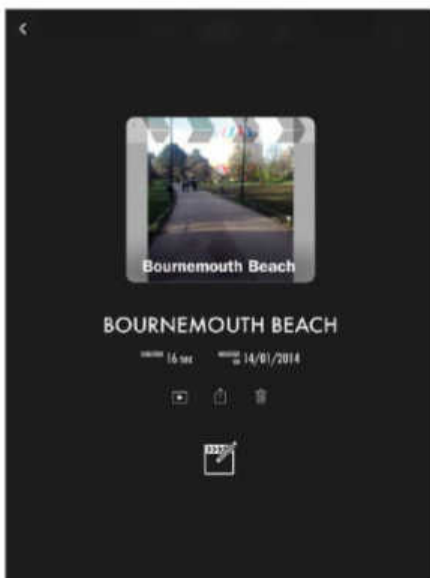
be patient to be sure your project looks right first time.

If you want to create professional-looking movies with minimal editing, the app's trailer function is worth checking out because it ensures your clips flow well, with lots of hints along the way.

This tutorial covers the basics, but remember: the trick to creating professional content is to remove the need for editing as much as possible. However, iMovie lets you edit every part your movie and the process is as natural as can be.

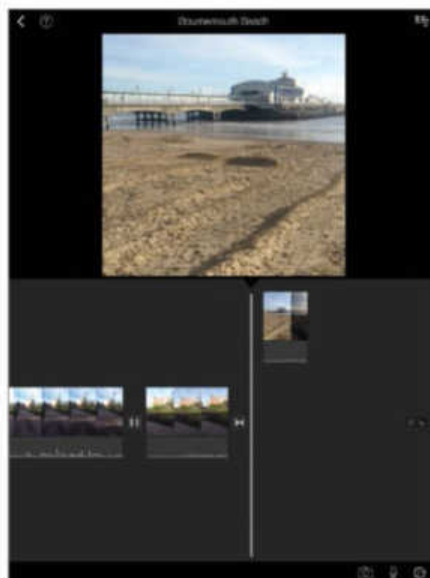
“Apple has done an exceptional job of ensuring that the system works as naturally as possible”

### iMovie Edit iMovie projects



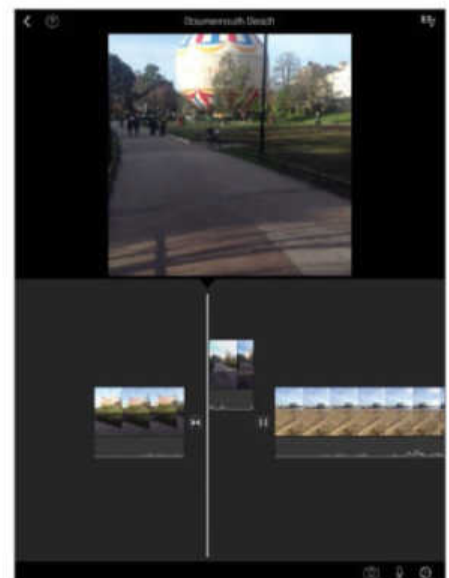
#### 01 Tap to edit

All of the projects you create in iMovie will be shown in a list on the front screen. Simply tap one to bring up a title screen for the project. Tap again to start the editing process.



#### 02 Delete clips

If you need to delete specific clips in a project after you have viewed the movie, simply hold it with your finger and swipe it up the screen. It will disappear immediately from the project.



#### 03 Move clips

To move clips within the project you need to hold your finger down on one and then drag it to the desired place within the timeline. You will use this technique often as you get more experienced.

## Get the tools you need

Master all the multiple utilities and tools

### Clip timings

You can adjust the length of each individual clip by moving the yellow bars left and right. Tapping each clip will make them available and they are easy to manage

### Clever transitions

Tapping the bow tie icon between each clip lets you change the transitions to fade in and fade out as you prefer. You can choose different transitions for each clip to add variety

### Detailed information

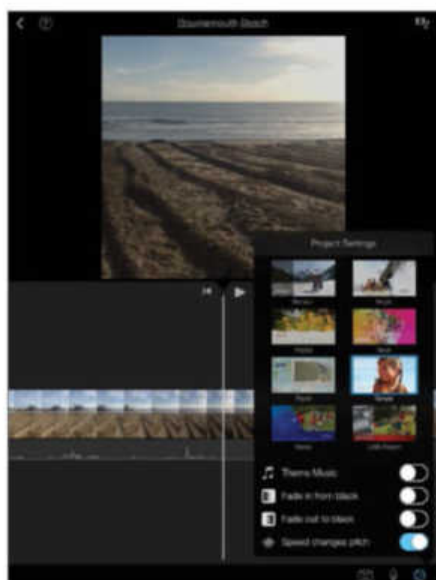
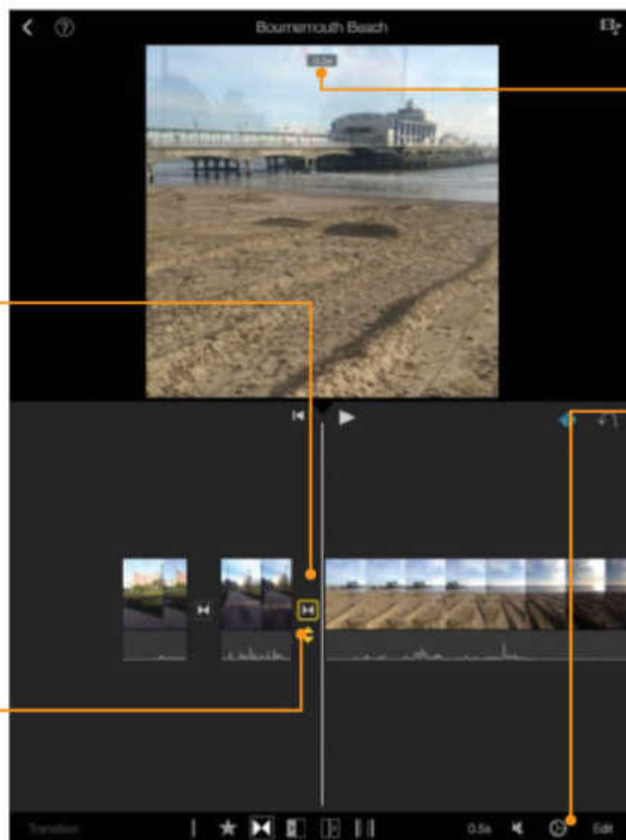
Information is shown on screen as you make adjustments so that you can be sure that everything will flow as you want it to. It's the perfect balance between simplicity and complexity

### Total changes

With this icon you can change the entire theme of your movie as well as the start and end transitions. Try each one to see which works the best for the content you have included

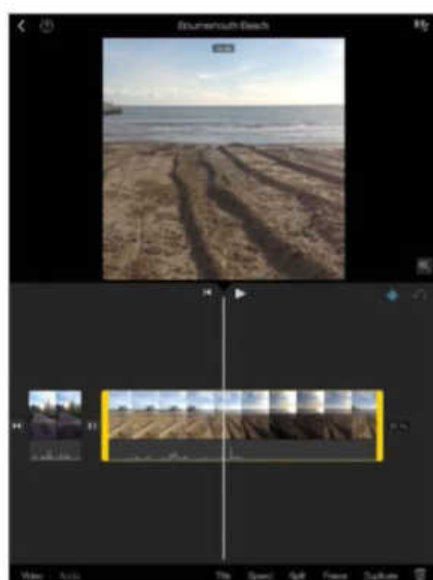
### Movies and projects

As you edit projects you need to be aware that this will not change the movies you have already exported. They are saved files which will stay the same until you delete them. Each edited project needs to be converted again to create a new movie.



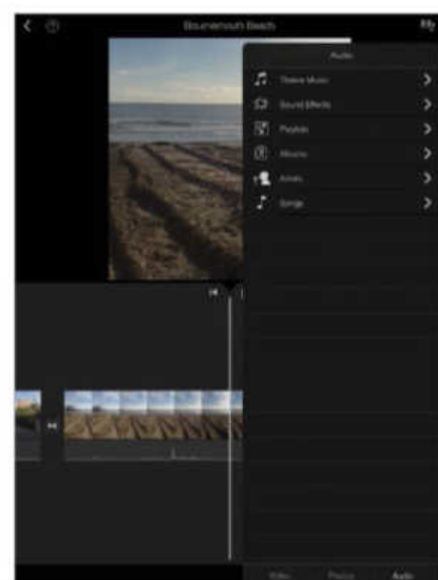
### 04 Project settings

Video clips that are used within a project will need to be managed. Hit the cog icon in the bottom-right to select an appropriate theme or choose to fade in or out.



### 05 Different trimming types

Trim selections by dragging the yellow bars accordingly. Trimming a photo in iMovie changes the amount of time it is displayed, but video trimming will cut out some of the selected clip.



### 06 Sync the audio

Once you've chosen your subscription and entered your password, the latest issue will become available in the magazine's library. Tap it to download and start reading.



# The next step

## Insert and arrange clips in iMovie

Learn the basics of adding clips to timelines and find out what other insert options there are



With iMovie on your iPad you are no longer limited to adding your clips in a linear order to build your movie. With the various insert options you can now create cutaways, add images side by side each other and quickly edit your clips before adding them to your timeline. The more time you can spend shortening your clips from the clip library, the easier it will be for you to edit your movie in the timeline. Rather than dumping your entire clip into a timeline, you can shorten it to roughly the length you want it to be, and then insert it.

By doing this you're effectively building an assembly cut of your edit, which can then be refined as necessary. Follow these steps to learn how best to place your clips in iMovie.

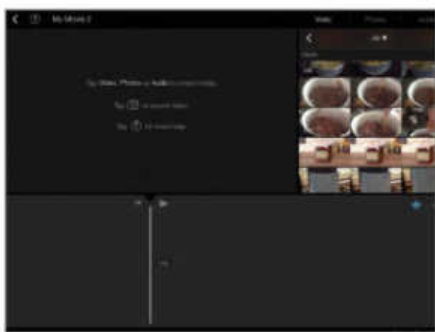
*"With the various insert options you can now create cutaways, add images side by side each other and quickly edit your clips"*

### Create a timeline *Add and arrange clips*



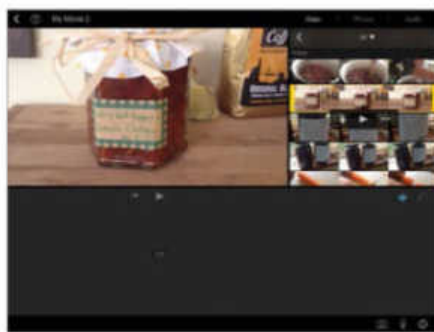
#### 01 Browse footage

In the footage bin tap Video to display all video clips on your iPad. iMovie will display all clips by default. Tap the Back icon to view clips in dated folders. This can also be done with photos.



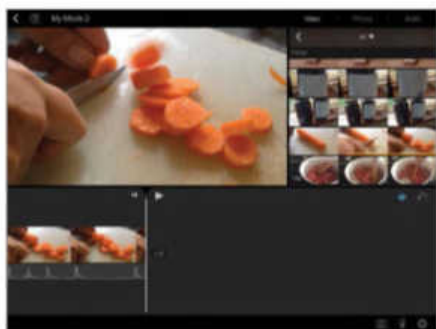
#### 02 Select footage

Your clips will appear in a column of thumbnails. Tap on one to select it in its entirety. A yellow band will appear around the clip. Tap and drag upward to scroll through your clips.



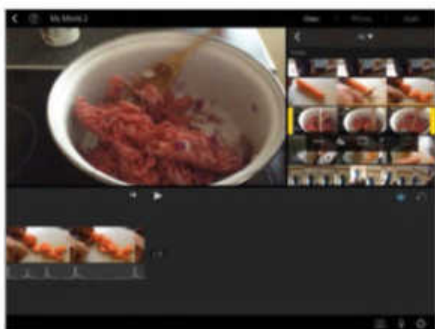
#### 03 Preview and edit

Tap the Play icon to preview a clip. Press and drag on the yellow band at the beginning or end of a clip to shorten it. If you deselect the clip you'll have to repeat this process.



#### 04 Insert your clip

Once you've shortened your clip, tap the down-facing arrow to add it to the timeline. It's easier to edit clips down before adding them to a timeline rather than afterward.



#### 05 The Insert toolbar

With a new clip selected in your clip bin, tap on the More options icon to view all the alternative methods by which clips can be added to your main timeline to build up the story.



#### 06 Insert options

Adding a clip as a cutaway will place it on a new layer above other clips in the timeline. Use the picture-in-picture tool to insert a clip over another one in a smaller box.

## Edit clips in iMovie

There are various ways to edit and insert clips in iMovie...

### Precision Editor

The Precision Editor can be used to adjust the starting and ending points of clips more accurately. Tap on a transition between two clips, then tap on the yellow arrows below the transition icon. This will open the Precision Editor in your timeline, where you can then determine the exact starting and ending frame of a clip.

### Side by Side

The Side by Side option enables you to create a split-screen effect so you can see two clips at the same time within the timeline.

### Import audio

Tap here to import the audio from a clip into the timeline. The audio will be placed at whatever point the Playhead cursor is within the timeline.

### Editing in timeline

Tap on a clip in the timeline then press and drag on the yellow band to shorten it. Tap the Split button in the bottom toolbar to cut the clip in two.

### Arranging clips

To place a clip in between two others in the timeline, move the Playhead cursor to that point and then insert it.

## Insert tools



### Cutaways

Cutaways add variation to keep the story dynamic and interesting. As soon as the Playhead cursor reaches a cutaway shot, your movie will cut to it. Cutaway shots can be split into multiple halves and moved around to any point in your movie.



### Side by side

Use the Side by side mode to view two sections of video simultaneously. Press and drag on either clip in Side by side mode to reposition it. You can also pinch either of the clips to zoom in and out. This option works for any clip in iMovie.



### Picture in Picture

Creating a similar effect to Side by side, this mode keeps a primary clip. With a Picture in Picture clip selected, tap the four-way arrow icon in the viewer window to reposition and resize it. Use the zoom tool to reposition the clip within its box.




### Audio tracks

You can add a single or even multiple audio tracks to add character and atmosphere to the timeline. These can be imported independent of the video clip they are linked to. You can also record audio with your iPad's microphone within iMovie.

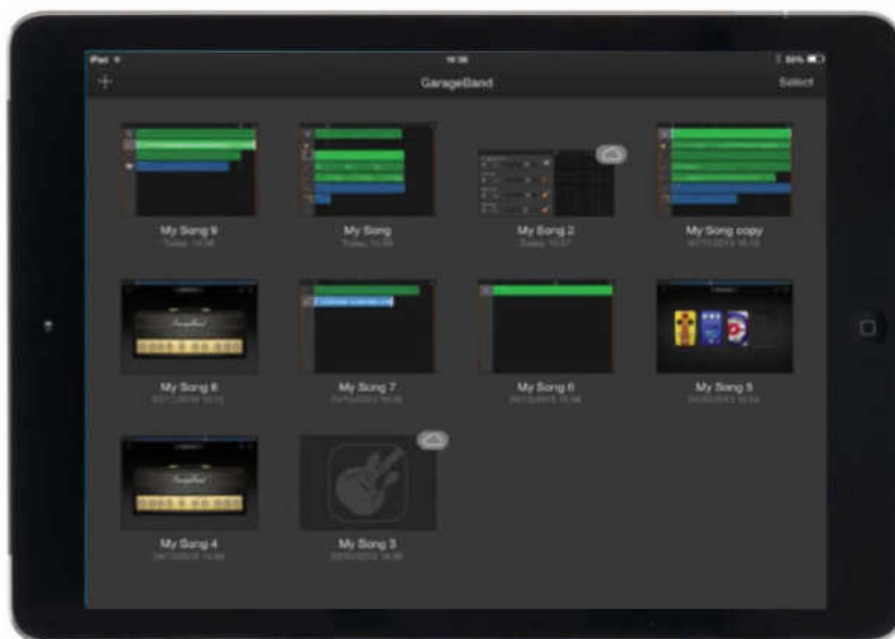
## Make music in GarageBand

Get to know Apple's GarageBand app, an easy-to-use mobile recording studio that you can use to craft your own brand of music

 By far the best thing about GarageBand is its overall accessibility. No prior musical know-how is needed to start using Apple's music-making app because all of the tools that you need are made instantly available, right down to the actual instruments.

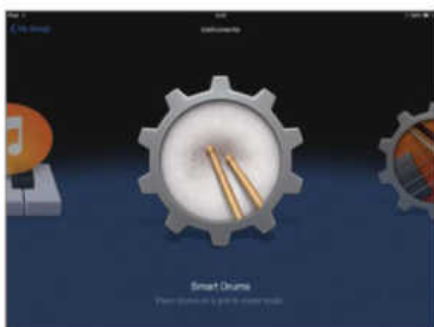
When you first create a new song, you can choose from a wide range of built-in 'smart' instruments that you can play on-screen using a variety of touch gestures. You can strum the chords of an acoustic guitar or lash out individual notes on an electric, pound out the rhythm on an on-screen drum kit and even add some orchestral strings into the mix. Whatever you choose to play, you can effortlessly record and view each track on a mixing desk, trimming excess flab, looping or adding effects to make sure you get the perfect sound.

Better still, if you own an instrument like an electric guitar then with the right adaptor (such as an iRig), you can plug in directly to your iPad and play for real. And if your own amp isn't great there are a stack of virtual ones included to help you obtain the sound you desire. Finished songs are then automatically saved to your iCloud so you can continue working on them on a different device later, and exporting your tracks to social media or your own iTunes library couldn't be more simple. Here we show you how to start recording and making simple edits to your tracks.



"When you first create a new song, you can choose from a wide range of built-in 'smart' instruments that you can play on-screen using a variety of touch gestures"

### GarageBand Start making sweet music



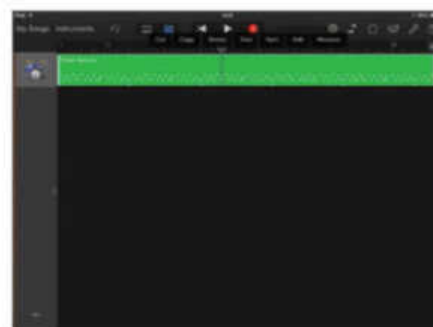
#### 01 New project

When you launch GarageBand, tap the '+' icon in the top-left corner of the screen and then scroll through the various instruments on offer. Tap on an instrument to go to its playing interface.



#### 02 Start recording

Hit the record button and start using your on-screen instrument. When you've recorded a few bars, stop recording and tap the tracks icon to the left of the playback controls.



#### 03 Trim your track

Tap the track and move the handles on either side to trim the segment. Tap it again to display options, including Loop, which you can use to extend and continue a trimmed track.

## The GarageBand interface

Create sweet music in no time with these simple controls

### Your tracks

Any tracks that you record using the various instruments will be listed on the tracks screen. You can switch between the track and instrument screen using these icons. While on the track screen you can trim, and loop your tracks

### Settings

Tapping the spanner icon will bring up the general settings that include the option to include a metronome to help with your beat and timing and a count in to help you get started. You can also adjust the tempo, key and time signature

### Edit tracks

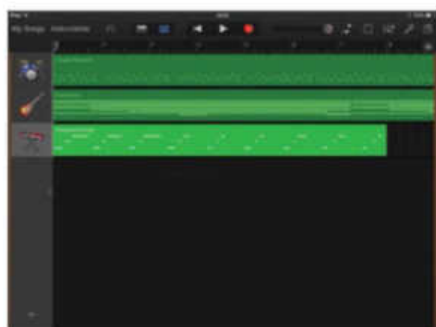
Tap on a track to 'frame' it and then drag the edges of the frame to trim. You can then tap on it to display various options including Trim, Split, Loop and Edit. Tap the levels icon to mute tracks or adjust the sound levels in the mix

### Adding instruments

Tap this icon to add more instruments into the mix. You can choose from a variety of smart instruments that you can play on-screen or plug in your own and add a wide range of cool effects to your sonic arsenal

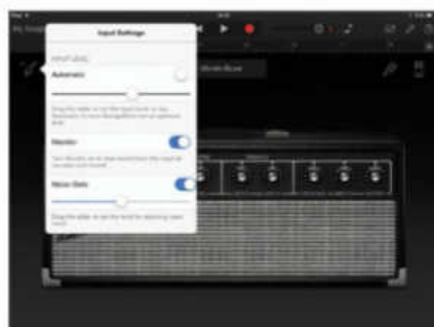
### Export your songs

When you have finished recording and mixing your song, tap 'My Songs' and it will save to iCloud and you'll be taken back to your projects screen. From there, tap the Select option in the top-right corner, tap on a song and then tap the share icon. You will find options to share it to social media sites or to your iTunes library.



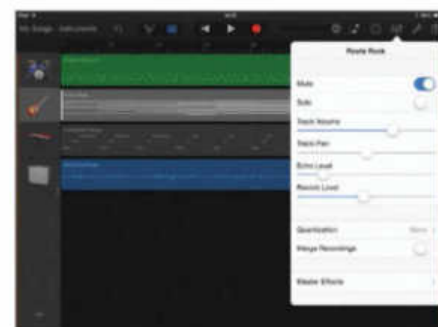
### 04 Add more instruments

While in track view, hit the '+' icon in the lower-left corner and choose another instrument to add. Record additional tracks as before and they will stack up on the track screen.



### 05 Record real instruments

If you own the appropriate adaptor you can connect real instruments to your iOS device and play with a range of effects. Tap the plug in the top-left corner and slide on Monitor to hear it.

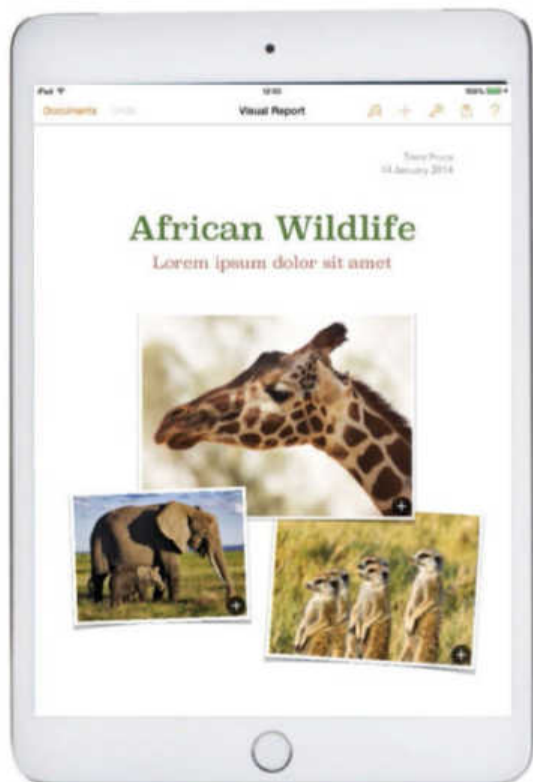


### 06 Mute tracks

If you wish to mute certain tracks to help with the editing process then select the track, tap the levels icon in the top-right corner and slide the Mute switch to the On position.




# The next step



## Design documents in the Pages app

Apple's Pages takes the mobile word-processing experience to a whole new level

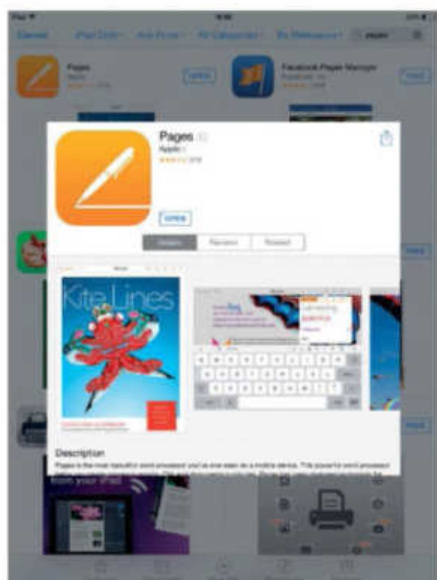
 **Pages is not like most word processors – it combines the most used features in an interface that includes very few icons.** Getting to know the app is not difficult, although it does help to understand where the main functions reside in order to get you started, and doing so will open up the power within.

Despite its rather sparse interface, the Pages app is packed with formatting options and clever little tricks that make previously tiresome manoeuvres a thing of the past. For example, you can move an embedded image around an article and the words will automatically reposition themselves around it. All the included templates are also completely

customisable, which enables you to get creating in no time at all.

However, not all specific needs are catered for in this word processing app, such as a word count, but Apple has done a good job of defining the most commonly used functions that people need, including being able to share your creations without touching a desktop – which is another great advantage. You can even decide which format to save these documents in and, best of all, if you have iCloud enabled then you can sync your pages wirelessly between devices. This means you can start a new layout on your iPad and finish it later on your iPhone or Mac. In this tutorial we guide you through the basics of this incredibly versatile app.

Pages **Create stunning documents on the move**



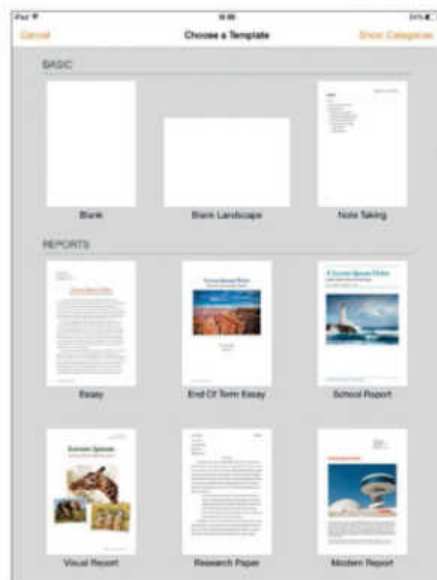
### 01 Grab the app

Search for Pages in the App Store. If your iPad came with iOS 7 or above then it is completely free. The first time you visit the App Store you will be prompted to get it.



### 02 Have a look around

Pages is so visual that you could just wander around the icons and start typing, but the best place to start is the pre-loaded tips, accessible by tapping the question mark in the top right.



### 03 Create your first document

In the first screen, tap the '+' icon at the top and then tap New document. This will bring up a screen with templates on. You can choose anything from a blank page to a party invitation.

## Make the most of Pages

Learn all the tricks of the Pages trade

### Document handling

Your completed documents are never far away. A tap of the 'My Documents' icon will bring up a page showing all of your saved work. Each document is saved automatically after every change

### Easy image manipulation

Once inserted, images can be resized, moved and even twisted to the position you need. The words will automatically move to around them and into the right position



### Extra formatting

Simply tap the brush icon to access extra formatting features such as bullet points, subtitles and headings. The options automatically change if you have an image highlighted

### All the standards

All of the standard formatting options such as bold, italics and underline are easily accessible from the top bar. Highlight a word and click an icon for the desired effect

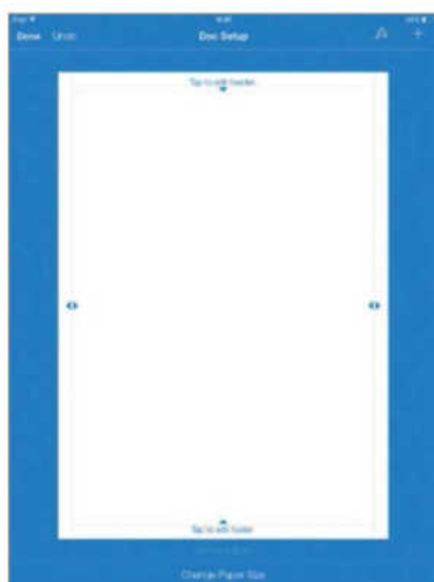
### Work with templates

Templates can make the process of creating eye-catching documents incredibly easy and Pages includes a variety of styles. Once you create a new document using a template you can change the images and all of the background text to your needs. You can also create your own templates for future use.



### 04 Test the options

Type a few words and then check the formatting options at the top. Select words by tapping and holding, at which point you can use the icons to format the text. Clicking 'i' gives further options.



### 05 Delve deeper

Other options include a document setup wizard, defined by the top-right spanner icon and a quick tap of the picture icon lets you insert an image to your document.




### 06 Share your work

You never need to save your work because Pages does it whenever a change is made, but you can export it to PDF, Pages or Word format and send by email with the tap of one icon.

# The next step

## Make spreadsheets with Numbers

Use Numbers to create business or personal spreadsheets to suit all tastes

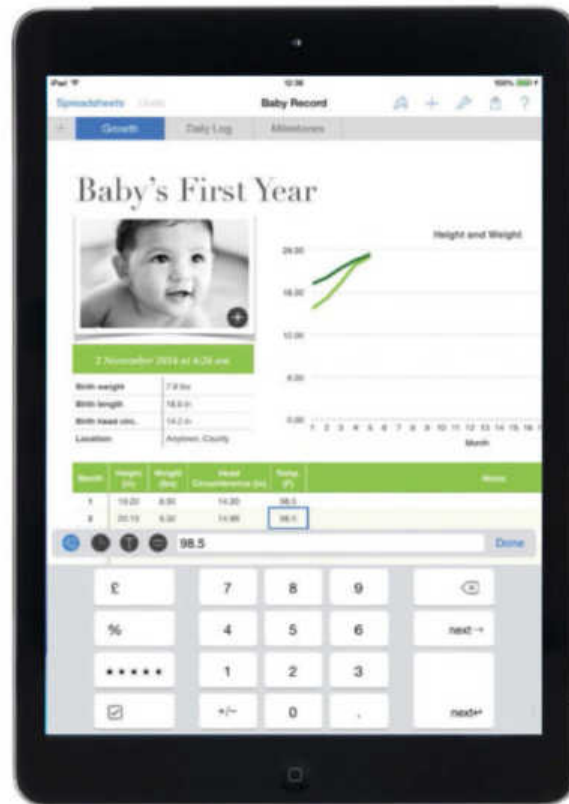
 Spreadsheets are a part of everyone's lives these days and have taken on multiple roles in

business and at home. Most spreadsheet programs tend to focus on the business side because this is where they are mainly used, but spreadsheets have myriad other uses that aren't often explored.

Numbers puts multiple uses front and centre with special templates built in, which brings a new way of working to the mobile user. The process of creating the

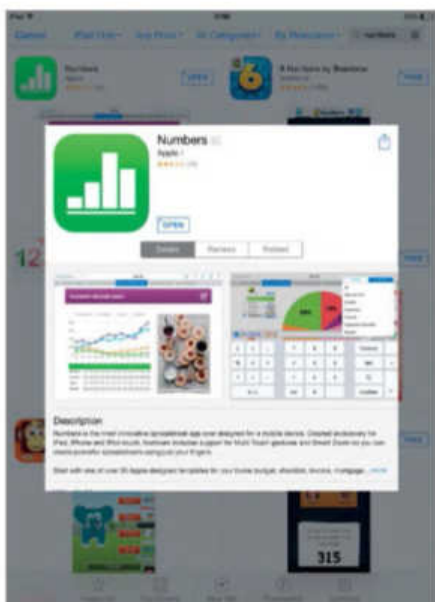
spreadsheet you want becomes much quicker, which suits the on-the-go nature of devices like the iPad.

However, the interface and function locations may feel alien to those who have used Excel for a long time, therefore a short introduction will help you to get to grips with the app quickly. There are a lot of functions built in to Numbers and some of these are not obvious, so take a look at these simple steps to start number-crunching straight away.



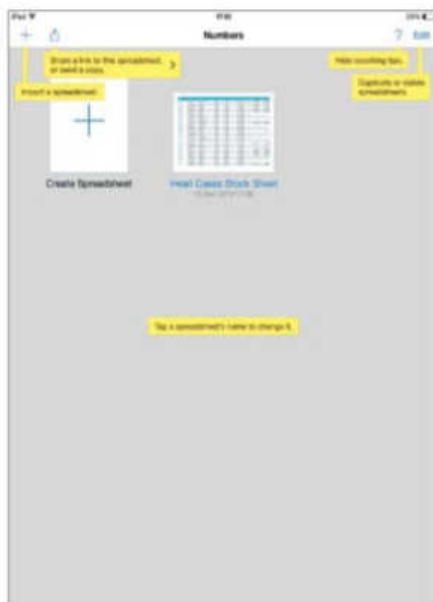
"Most spreadsheet programs tend to focus on the business side, but spreadsheets have myriad uses"

Numbers Explore the power of this spreadsheet app



### 01 Grab the app

If your iPad came with iOS 7 or above, Numbers is available for you to download for free from the App Store. It's well worth taking time to grab it, even if you only need spreadsheets occasionally, so head to the App Store and download.



### 02 View coaching tips

To get to grips with the Numbers interface, tap the question mark icon in the top right-hand corner of the app to bring up some handy tips that will explain some of the basic functions. This should help you get to know the essentials quite well.



### 03 Your first spreadsheet

Tap the screen to create a new spreadsheet. You'll now be offered a choice of templates, which include everything from a blank sheet to a mortgage calculator. Each template can be amended to suit your needs.



#### 04 Add data

Choose the blank template option in the top-left corner and double-tap an empty cell. This brings up a dialog with four icons for numbers, date/time, text and formulas. This should help you avoid formatting issues when you input some data.



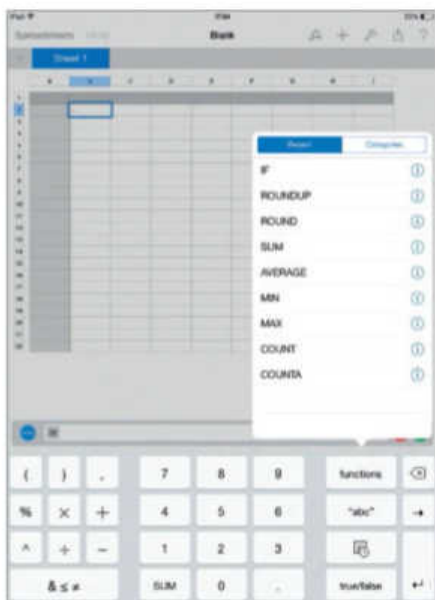
#### 05 Handy shortcuts

Tapping any of the icons brings up a dialog with shortcuts which may be relevant to the data you want to input. For example, the number icon will bring up a number pad plus a percentage button and more.



#### 06 Use the data

Once you've understood where each function resides you can now do something with your content. Tap the '=' icon and you can choose from a wide range of simple functions that will pop up to start creating formulae.



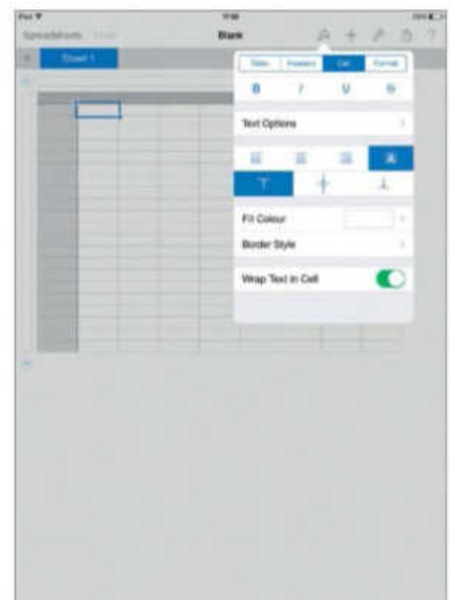
#### 07 Advanced functions

Once you have created your spreadsheet, you should get to know the functions button, which is a window to some serious capability. This includes categories of advanced functions such as Trigonometric, Engineering and Statistical.



#### 08 Add some media

Once you have your basic data built into your spreadsheet, you can tap the plus icon in the top-right and insert photos, tables and shapes which will help to make the data more visual. The graphs could help you see your data more clearly.



#### 09 Practise your touch

Numbers is touch-only and this is likely to present certain problems at first, but the more you practise the more natural the user experience begins to feel. The interface looks simple, but it hides a huge range of options, so get experimenting!



# The next step

## Make a holiday slideshow in Keynote

Turn your summer holiday snaps into a beautiful slideshow with Keynote



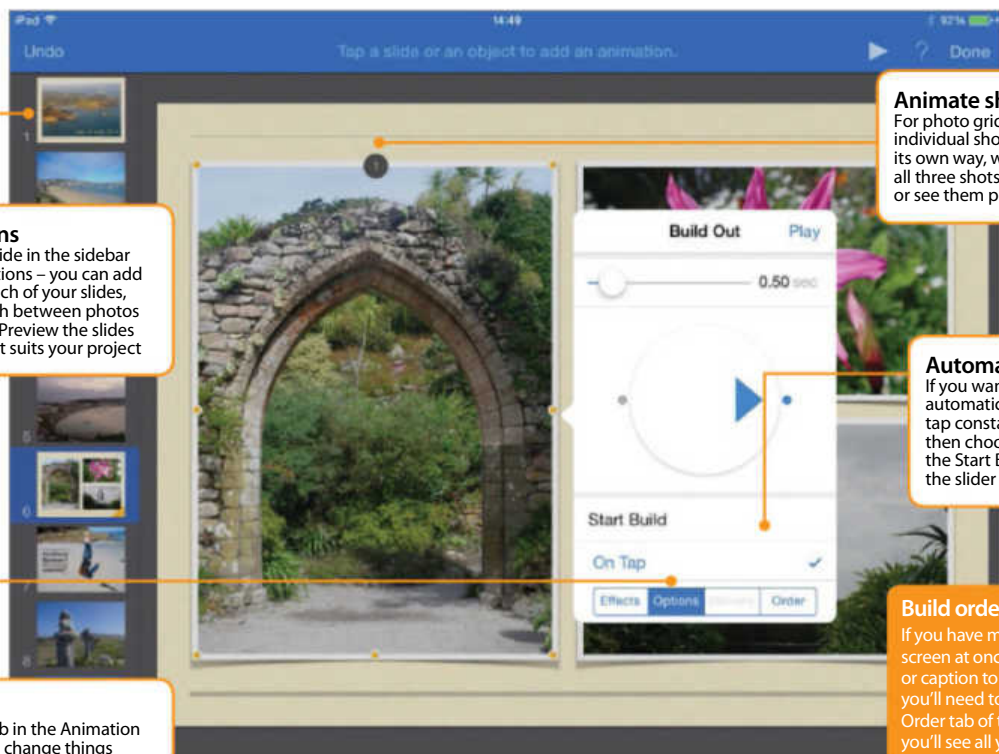
How many times have you gone on holiday, taken hundreds of photos, and then done absolutely nothing with them? Because the iPhone has such a brilliant camera that's always to hand in your pocket, all too often people will snap dozens of photos on a trip. More often than not, these brilliant shots are allowed gather dust in your library, left unseen other than when you're scrolling through on your iPhone or iPad.

Keynote might not seem the first port of call for a photo slideshow, but the tools it offers actually make it more than suited to creating a fantastic finished slideshow to share with your family and friends. Before you know it, your day trip snaps will be primed for sharing in a way that doesn't bore the viewer – as is most often the case! So let's make the most of your holiday shots in nine simple steps.

“Before you know it, your day trip snaps will be primed for sharing in a way that doesn't bore the viewer!”

### Animate your slideshow

Create dynamic effects with Keynote's animations and transitions



#### Slide transitions

Tap your current slide in the sidebar and choose Transitions – you can add an animation to each of your slides, meaning the switch between photos will look fantastic. Preview the slides so you get one that suits your project

#### Options

Tap the Options tab in the Animation menu and you can change things like the direction and duration of the animation, using a directional pad and a slider respectively

#### Animate shots

For photo grid slides you can tap an individual shot twice to animate it in its own way, whether you want to have all three shots appear simultaneously or see them pop in one after the other

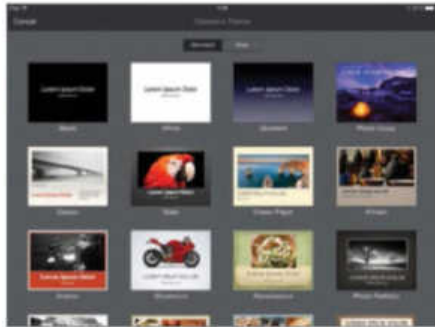
#### Automatic transitions

If you want your slides to play automatically without having to tap constantly, hit the Options tab, then choose After Transition from the Start Build section, and use the slider to select the delay

#### Build orders

If you have more than one picture on screen at once, or you want a quote or caption to appear after the photo, you'll need to use build orders. In the Order tab of the Animation menu you'll see all your animations. You can tap and hold, then drag them into the order you want the items to appear, and hit Play to test everything out.

## Create a slideshow *Animate your holiday snaps*



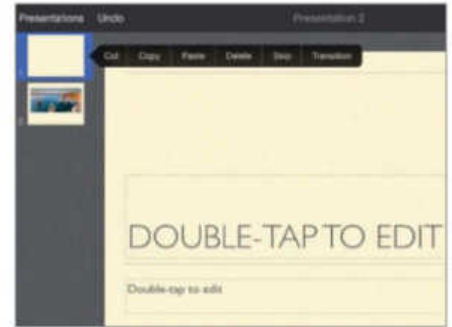
### 01 Pick a theme

Every theme in Keynote contains options for full-screen photos and grids of snaps, so you can just choose one that suits a selection of holiday snaps, like Cream Paper.



### 02 Add a photo slide

The default slide will be for text, so tap the '+' icon in the bottom-left of the screen to see the other slide options. Tap the full-screen photo slide to add it to your slideshow.



### 03 Delete unwanted slides

There are better ways to open your slideshow than a blank slide with text, so tap twice on the first slide to bring up the context menu and tap Delete to remove it.



### 04 Add more slides

Before you start adding photos, you can start adding multiple slides to speed things up later. Try to include a grid of pictures every now and then to add some variety.



### 05 Give it a title

On your first slide, tap the '+' icon at the top of the screen and choose the Text option in the Shapes tab. Into this box, type in the title you want to give to your slideshow.



### 06 Edit mask

If you've chosen an opening slide with a smaller photo, double-tap it to open the masking controls. Drag the frame out so it takes up almost the entire slide so it commands attention.



### 07 Edit text

Now you can edit the text. Double-tap to select it, then choose the Format button and change the font, size and colour so that it stands out against the photo it's on.



### 08 Replace images

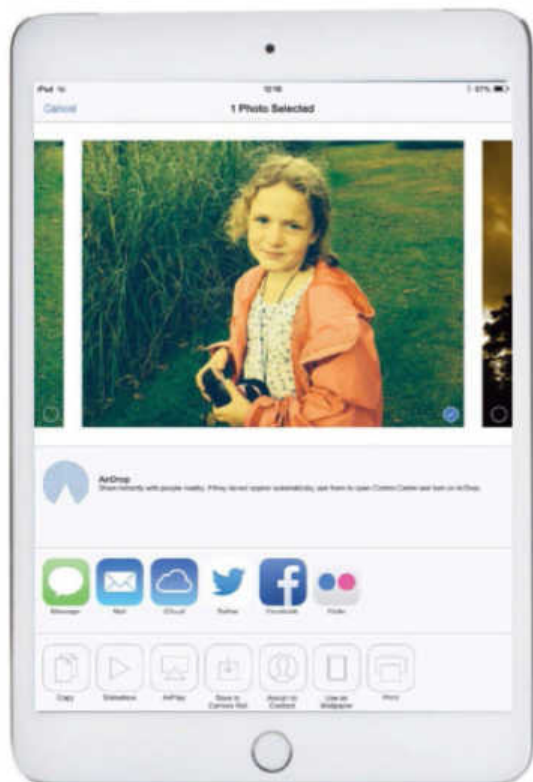
Now you can go through your slideshow and replace all the images. Tap the '+' icon in the bottom-right of each photo and pick your desired shot from the library.



### 09 Captions and quotes

Don't feel you have to stick to the template completely. Adding text boxes to your photos with quotes or captions can create a bit of character or humour to your slideshow.

# The next step



## Transfer files to friends with AirDrop

AirDrop can help you to share and receive files with anyone you know in the vicinity



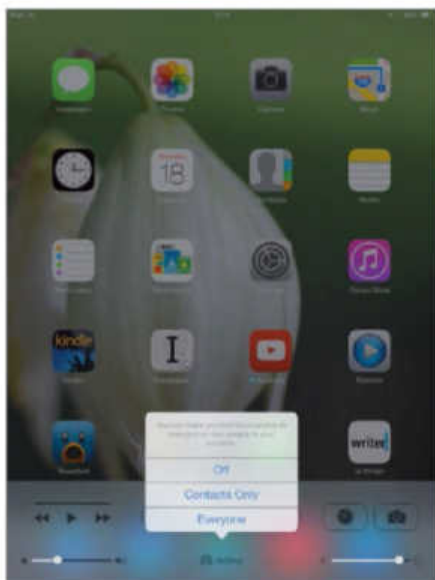
**AirDrop is designed to let you send and receive files to any compatible phone or tablet**

**that is within close proximity to you.** This means that you can share files in a couple of seconds with anyone who is happy to receive it and, of course, it works the other way around too. We will show you how to use AirDrop, the process really is extremely simple, and – more importantly – very reliable. Multiple file types are supported and you can share many files at the same time, and even large files are supported

within the technology. The idea is that no real set up is required and that the process feels almost invisible in use. You may not use it often, but when you need it everything will work seamlessly and without any fuss at all. It is very secure and you always have control over which files you are dealing with. Permission has to be given to receive files and enough information is available so that you know who you are sharing with and what it is they are sending or you are sending them. Let's get started with AirDrop.

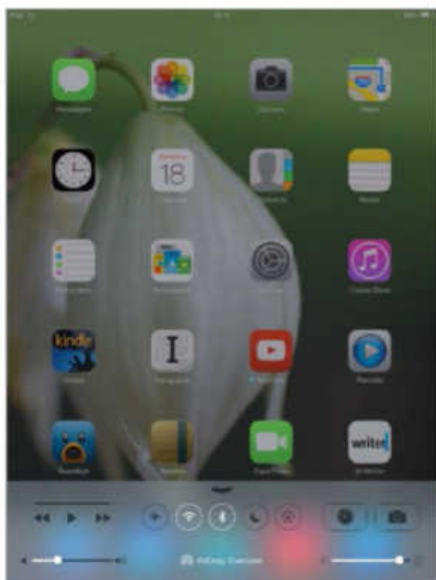
“Multiple file types are supported and you can share many files at the same time – even large files are supported”

### AirDrop Share files with AirDrop



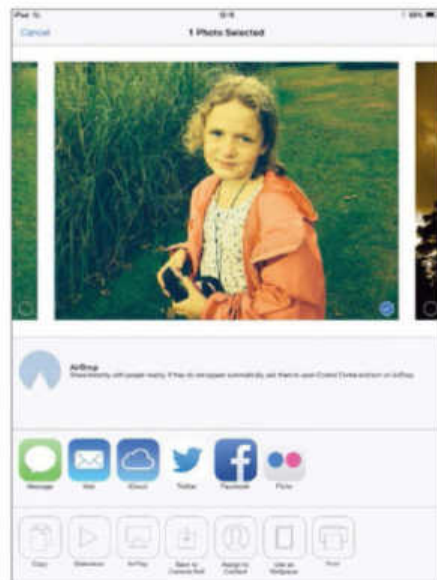
#### 01 Turn it on

Pull up the Control Centre and then tap the small AirDrop icon. A menu shall appear and you will be offered a choice of options. Choose 'Everyone' to get started.



#### 02 Small changes

The icon will turn white which means that AirDrop is now activated and available to send and receive files to your device, provided someone else is close to you.



#### 03 Choose a file

Choose a file to send, such as a photo, and then tap the share icon bottom-left. You should see an icon showing who is near. Select the person you would like to send your files to.



## Navigate the AirDrop process

Start sharing files with just one tap

### File types

Many different file types are supported in AirDrop. Some will open automatically and others will offer choices for which app to use

### A visual indicator

If someone is within range and has AirDrop activated you will see a different icon replace the AirDrop one. Simply tap to send

### A large space

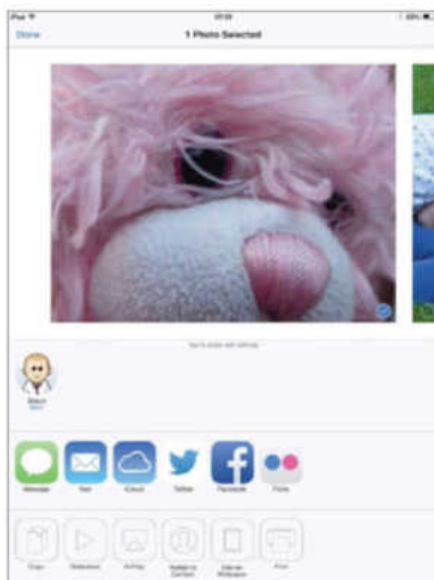
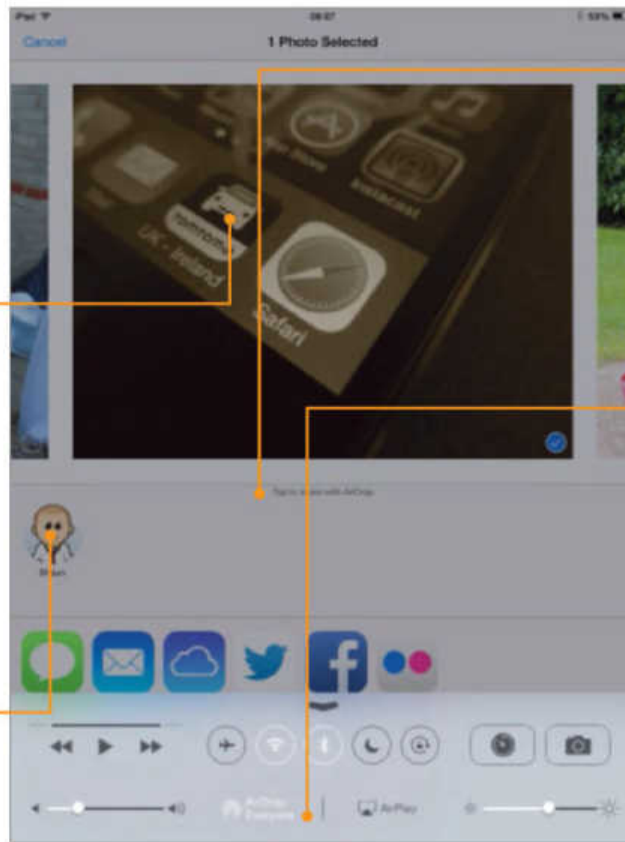
The sharing space allocated to AirDrop is generous. Tap anywhere to send a file or to see warning message if something goes wrong

### Make your choice

You can choose how you want to use AirDrop here. Turn it on and off or send to specific contacts or anyone in range

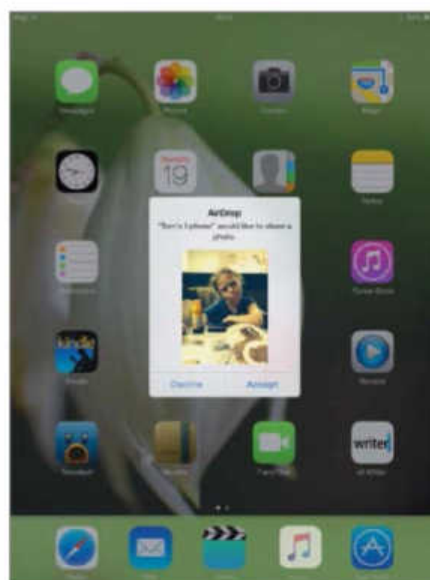
### The important details

To use AirDrop on an iPad, Wi-Fi and Bluetooth must be switched on which applies to both the sender and receiver devices. It is at this stage only compatible with the latest Apple devices, but multiple files can be sent at the same time to one recipient.



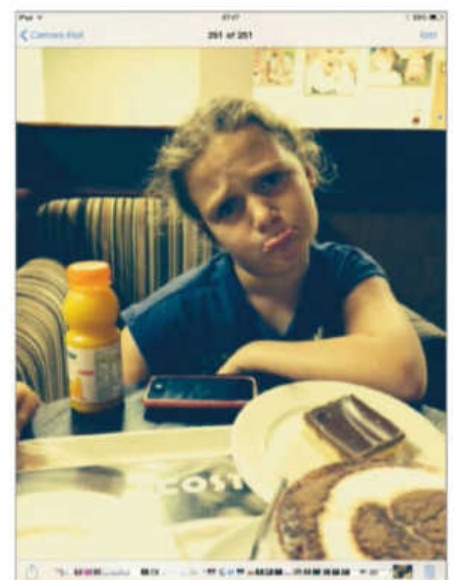
### 04 It's now sent

Once the recipient has accepted the file and it has been sent through, you will be able to see the status of the file beneath the sender's name. The file is then 'sent'.



### 05 Receiving files

If someone attempts to send you a file, a notification will pop up no matter what you are currently doing on the iPad. Tap Accept in order to receive these files.

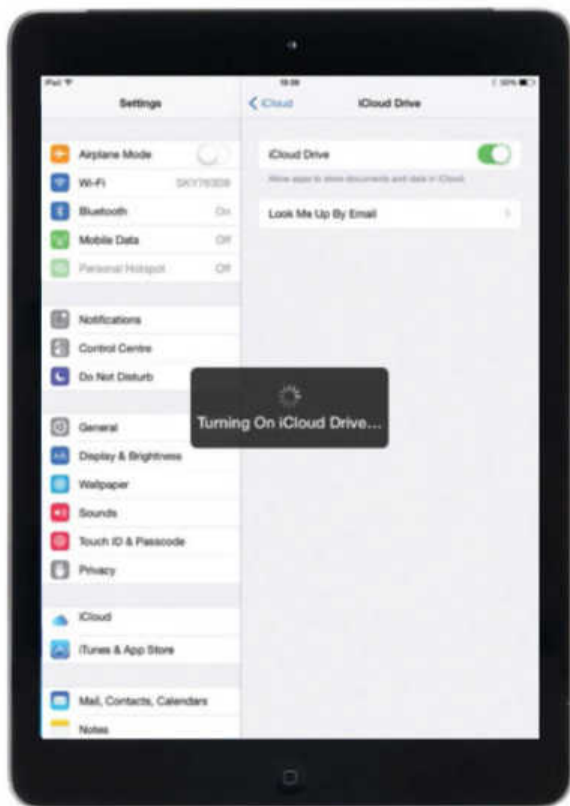


### 06 The correct apps

Depending on the type of file received, it may open automatically in the correct app. Photos for example will open immediately in the Photo app.



# The next step



## Get more from iCloud Drive

Automatically save files on an iOS 8 device or later and access them again from multiple devices with iCloud Drive



Apple's new competitor to the likes of Dropbox and Google Drive lets you sync files across

multiple iOS devices and computers. It goes beyond the regular iCloud service since it not only allows you to create and save documents in Pages on your iPad and then open them in Pages on a Mac. For instance, it also allows other apps to easily access those files. Files created by one app are no longer restricted to that app alone. This means you could start creating a drawing in one app, finish it in another

and then use it in a presentation. Before, you would have to save it to a Photos album, import it, and save it again as a separate image. Now one file is needed that is automatically updated when changes are made, vastly improving your workflow. Before you upgrade, though, it's important to note that iCloud Drive is only compatible with iDevices running iOS 8 or later, Macs with the latest OS X installed and Windows 7, 7.1.8 or 10 PCs. To sync with any other devices, then it's best that you don't upgrade to Drive just yet.

“You can start creating a drawing in one app, finish it in another and then use it in a presentation”

iCloud Drive Save files to iCloud



### 01 Activate iCloud Drive

If you skipped over the option to activate iCloud Drive during the setup process, then head over to Settings>iCloud and tap iCloud Drive to activate the service.



### 02 See compatible apps

Any apps that are using Drive are listed in iCloud Drive settings. You can turn off access to specific apps if you wish, otherwise the apps will automatically upload files.



### 03 Use Cellular Data

At the bottom of the iCloud Drive settings page you'll see the option to Use Cellular Data, which allows data to transfer to iCloud Drive using your mobile phone plan.

## Understand the file structure

Take a look at where everything is saved in iCloud Drive

### The iCloud structure

In iOS 9 and later you can view your files in the iCloud app. You can also see your iCloud account through other third-party apps and move files around from within

### Accessibility

The most established route for viewing files is via iCloud.com. With iOS 9 and later, and the most recent versions of Mac OS X, you can also view content saved to iCloud Drive on any of your devices via a standalone app



### Numbers and Pages

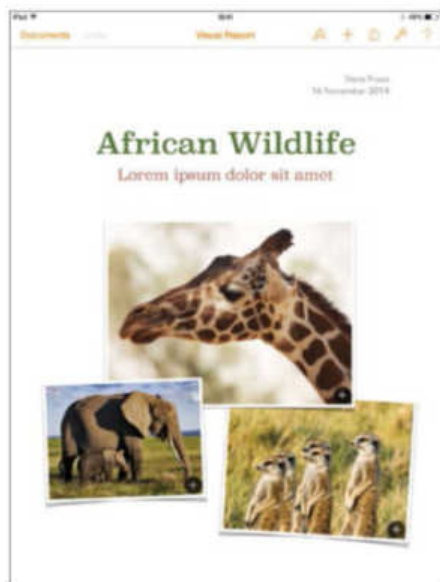
When you create a file in Apple's own suite of Numbers, Pages or Keynote, it will be saved into iCloud Drive from where it can be easily picked up via iCloud.com or the equivalent Mac apps

### Storage space

As you fill iCloud Drive with more files, you may run out of space. Go to Settings>iCloud>Storage>Manage Storage>Change Storage Plan to buy more (you can choose from 20GB, 200GB, 500GB and 1TB)

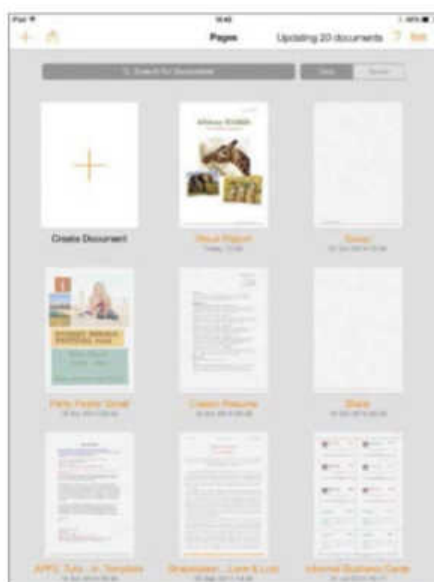
### Where's my iCloud data?

If you have previously used iCloud's servers to save documents and data then, in turning on iCloud Drive, they will be upgraded – with no effort on your part – to the new service. Thankfully, it's a painless process which should take just a short while to complete.



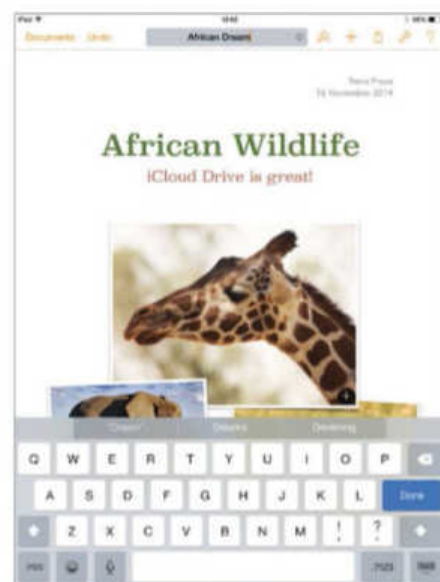
### 04 Saving from Drive

You can save any file under 15 GB in iCloud Drive, but you must create a file within an iCloud Drive-enabled app for it to save automatically. Tap on the Share icon and select iCloud Drive.



### 05 Finding saved files

When browsing files, any that are stored in iCloud Drive which aren't downloaded yet have a downward arrow. Tap the arrow to open and store on your device.



### 06 Make changes

Any changes you make to a document will now be replicated in iCloud Drive, so you no longer need to make numerous copies of a single file to keep everything up to date.

# iPad Essential apps

Our list of the very best apps you need to download onto your iPad right now



The iPad is nothing without apps. They are at the very core of Apple's tablet experience, and if you buy an iPad without installing any extra apps on it, you're really missing out on what makes the iPad so special.

With that in mind, we have worked hard to put together a list of the very best apps available for this brilliant tablet. These are all available from the built-in App Store and the vast majority are available completely free, so you won't need to pay a penny.

No matter what you want to use your iPad for, there is bound to be an app you will find fun or useful in the App Store. You can complete all kinds of tasks with just a few taps of your finger. In this feature, we've rounded up the very best apps available today, in every category, so you're bound to find something in here that suits your needs perfectly.

And we really have covered every base, whether you want to relax with the best new games, perfectly organise your emails, or even just watch your favourite films on the go, you'll

find an app designed to complete that task in the next few pages.

Of course, we haven't just listed dozens of apps, we've also explained what it is that makes them so good, and in many cases showing you how you can use the apps to get the most from your device.

So get your iPad and your Apple ID at the ready and prepare to download the essential apps that every iPad user should own. In no time at all you'll understand exactly why the iPad is so special.





# Essential apps

## Power up your email

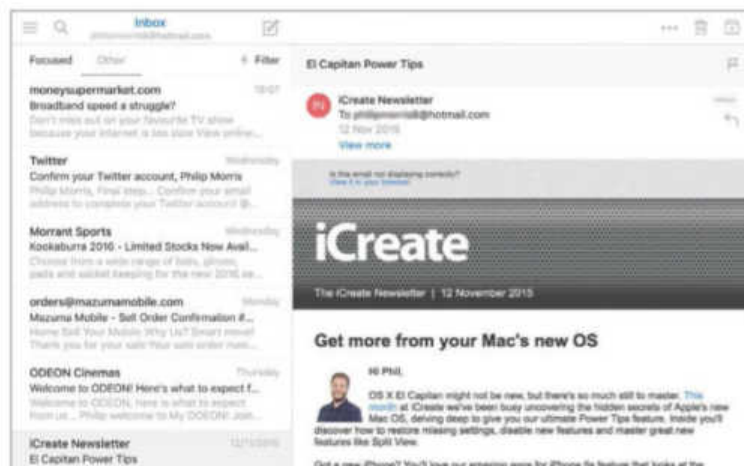


### Microsoft Outlook

Price: Free

If you're not particularly enamoured with iOS's default email app, then there are plenty of viable alternatives in the App Store. One of our favourites is Microsoft Outlook, a service that most of us have used for years and years, and one that helps millions of users connect to all of their email accounts, calendars and files in one convenient place.

Microsoft Outlook supports gestured-based email management for greater productivity and connects accounts from all the major email providers (Exchange, Gmail, iCloud etc). It gives you easy access to your files and calendar, and enables you to view and attach Dropbox files from your email.



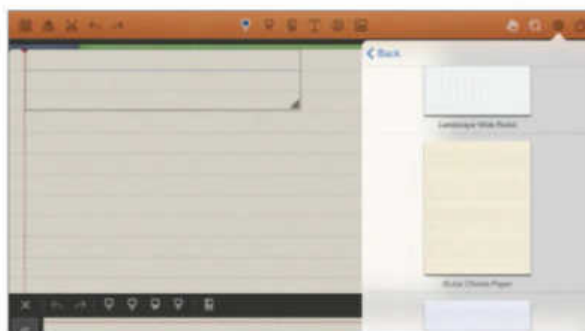
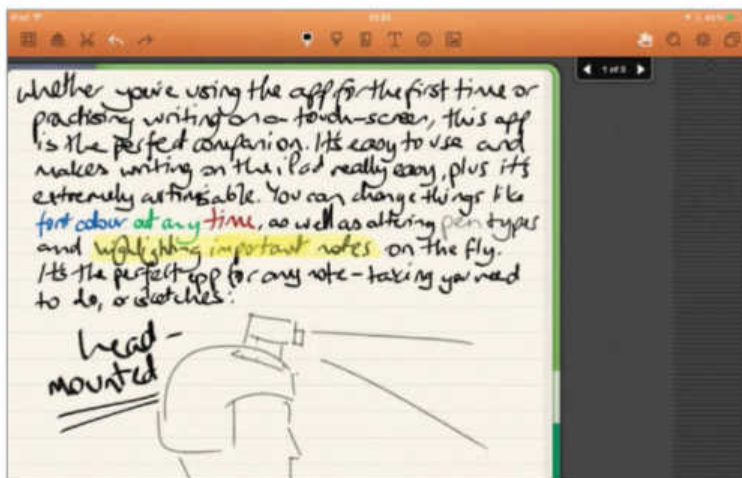
**"Helps millions connect all their email accounts"**

#### 01: Focused

The Focused tab at the top of your list of emails shows you messages from your most popular senders. This is a great way to be more productive, separating junk from important emails.

#### 02: Fully featured

Microsoft's Outlook app is fully featured, meaning you'll find all the tools you're used to using when it comes to email. The Calendar and Files tab at the bottom will prove very useful.



#### 01: Set up your page

The app offers plenty of customisation options for your page. From paper type to pen colour and note size, you can make each notebook your own. Customise the level of zoom for the handwriting section to your needs so you're ready to go.

## Make vital notes on iPad

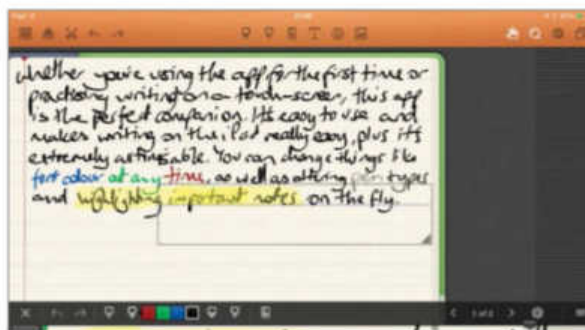


### Noteshelf

Price: £4.99/\$6.99

When it comes to making notes, there are few things better than an iPad. While a pen and paper may always have a place in people's hearts, on an iPad you can hold hundreds of thousands of notes in one place, tag them and organise them, and correct mistakes without messing up your page. And with Noteshelf, things are even easier. Not only can you organise

your notes with tags and notebooks, you can also use the handwriting feature to quickly take neat, hand-written notes. The app uses a zoomed-in section at the bottom of the screen, which allows you to write at a comfortable size, and see your notes appear smaller at the top. It's perfect to keep all your notes in one place on your device.



#### 02: Start scribbling by hand

You can then write in the lines at the bottom of the screen and have your words transferred up to the section above. When you reach the section on the right of the box the whole thing will shift sideways to help you carry on writing unhindered.

## Take notes and projects with you



Price: Free

### Notes

Every note you make is synced to your Evernote account, so they're accessible everywhere

### Sync

Click the sync button at the top to instantly update Evernote on all your devices

### Atlas

Allow Evernote to use location data to see your notes in an interface like iPhoto's Places

### Restore

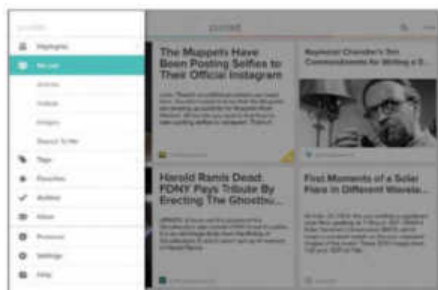
Tap the Trash area to restore the notes you accidentally delete in seconds

## Bookmark webpages to read later



Price: Free

Pocket's cross-platform bookmarking utility and minimal interface for reading your saved articles make it a firm favourite for iPad users. You can even tag articles as you save them.



### 01: Save articles on the iPad

Open Pocket on your iOS device and tap Help at the bottom of the main menu. Tap How to Save, scroll down to From Mobile Safari and tap the all-important Install button.



### 02: Read your articles

All your articles are saved to your account, and will be synced between all devices using the app. You can see all your saved articles and read them with a tap via the slick interface.

## Type with confidence



Price: £3.99/\$4.99

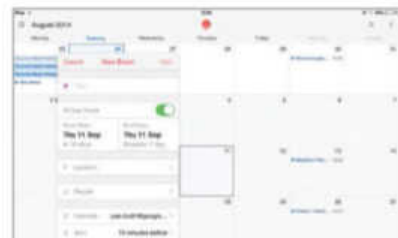


Not only does this app allow you to create quick and easy notes that can be synced to the cloud and made accessible on other devices, it also boasts an excellent keyboard interface. A bar above the keyboard lets you move the cursor around, so you no longer have to rely on your fat fingers jabbing at the words on screen in order to make precise edits. Expect to see this in an iOS soon.

## Stay up to date with events



Price: Free



The iPad's built-in Calendar app is okay for managing a small number of events, but if you really want to take control of your life, Google's Sunrise Calendar is the app to do it. You can create events and appointments quickly and easily and even import a wide range of calendars from the initial set-up, including the fixtures of your favourite teams.

# Essential apps

## Watch your shows wherever you are



Netflix

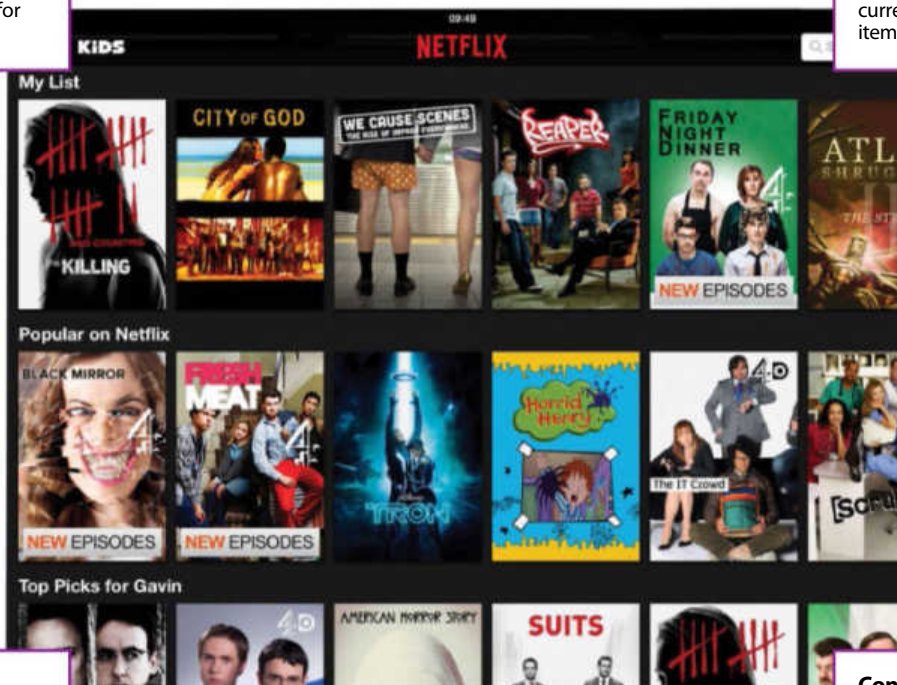
Price: Requires subscription; £5.99/\$7.99 per month

### Search

Tap the search bar in the top-right to quickly find content you're looking for on the Netflix service

### Personalise

To get recommendations, and to improve the quality of current ratings, rate as many items as possible



### Top picks

As you watch more Netflix content, it will start recommending films and TV

### Continue watching

At the top of the screen you'll see your paused videos so you can pick up again

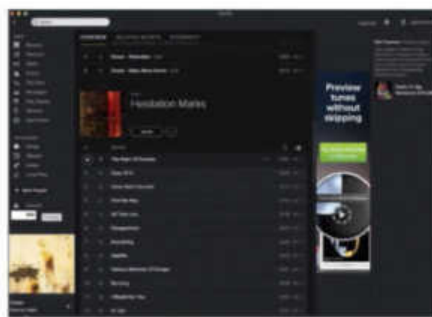
## Listen to your radio



Spotify Music

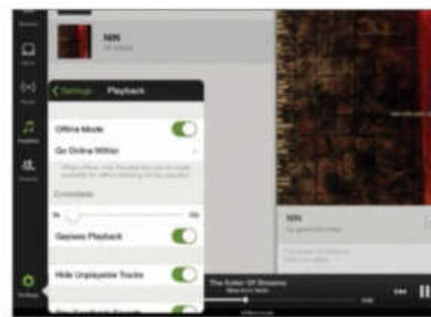
Price: Free

One of the biggest names in audio streaming, Spotify is an on-demand music service. Thanks to apps for Mac, PC, Android and iOS, you can create playlists anywhere and have instant access to them on your iPad. While the service used to be paid for use on iPhone and iPad, you can now listen to your favourite tracks for free if you can put up with the ads. Of course, if you want to subscribe for a paid account, you'll have the added benefit of being able to download tracks to listen to offline, remove the ads, and much more.



### 01: Create a playlist

Click New Playlist in the left-hand sidebar, and give it a name. Either select from the app's featured tracks, or search for your favourites and drag them to your new playlist.



### 02: Personalise your music

Tap Settings and you'll see a number of options. You can adjust things like Gapless Playback, or activate Offline Mode if you have a paid account, so you can listen anywhere.



## Supercharge your search engine



### DuckDuckGo

Price: Free

Sometimes Safari just isn't enough. And when it comes to security, it is always a bit of a worry who gets to see your browsing trail. Well, DuckDuckGo is a search engine that promises

not to track you. So all your search history is completely safe – DuckDuckGo don't even filter bubble you. An alternative to Safari or Chrome with a unique selling point.



## Video chat from any device...



### Skype

Price: Free

Skype has been around since 2003, and these days not only supports video chats but also messaging, with full emoticon and photo support within the app. All this is free, so it's a great option for video chats with friends and family who aren't using FaceTime. You can make audio calls for free over Wi-Fi or 4G, too, saving you credit. Not only that, you can add Skype credit to your account and use it to make audio calls to landlines, effectively replacing your FaceTime and Phone apps. You can log into your Skype account (once created) on any device, whether it's running iOS, Android, Windows or OS X.

**"Make audio calls for free over Wi-Fi or 4G"**

## Control your Mac from your iPad device

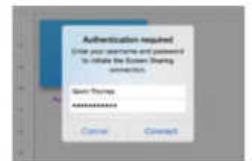


### Screens VNC

Price: £14.99/\$19.99

#### 01: Connect locally

Open Screens in iOS and tap your Mac, then Save. Tap the new thumbnail and input your Mac login details – you need to be on the same Wi-Fi network.



#### 02: Connect from afar

To use Screens at long range, head to [edovia.com/screens](http://edovia.com/screens) and download Screens Remote for your Mac (free). Install it, create a Screens ID and sign in.



## Control your home media



### Remote

Price: Free

Remote is a very useful app if you wish to control your iTunes library from anywhere in the house. For example, if you have Airplay speakers then you can instantly stream music from your library using this app as the go-between. You can also browse your entire iTunes library on your iPad and use the app to control Apple TV. Using Apple TV you can stream your library to the device and play your music through your TV and connected sound system. Using this app to search for items on Apple TV is also a great time saver as you have the full iPad keyboard to use instead of selecting one letter at a time, as per the standard Apple TV remote.





# Essential apps

## Adobe Creative Apps

Previously available to purchase individually or as part of the Creative Suite package, Adobe's apps are now only available with Creative Cloud (CC) membership. So, rather than pay once to keep the apps, you must instead take out a regular subscription. Full details of the pricing plans are available to browse at [adobe.com/uk/products/creativecloud/buying-guide-at-a-glance.html](http://adobe.com/uk/products/creativecloud/buying-guide-at-a-glance.html).

### Subscribing to Adobe Creative Cloud

#### One CC app:

**£17.15/\$19.99**

per month (annual commitment)

#### All CC apps:

**£45.73/\$49.99**

per month (annual commitment)

#### All CC apps:

**£69.72/\$79.98**

per month (month-to-month)



## Enhance and organise photos



### Lightroom

Lightroom for iPad requires you to have Lightroom 5 for Mac or PC, and you'll need to sign in with your Adobe CC account to get even basic use. But once you've signed in, any edits you make will be automatically synced between your Apple devices to allow

you to work on later. The editing tools are surprisingly powerful, too. You'll be able to edit your iPad's own photos to RAW images taken on professional DSLRs, and the app is also great for sharing your snaps from your iPad to your Lightroom library.

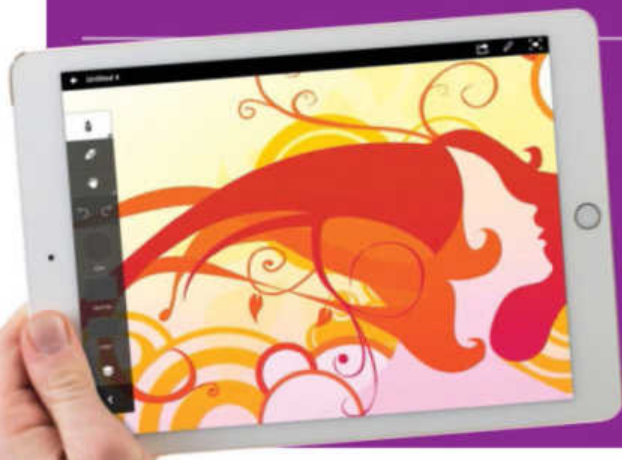
## Turn your photos into art



### Photoshop Touch iOS

It's a little expensive, but this powerful editing suite offers extra controls that you don't find in apps. Alongside the standard editing options like Contrast and Brightness controls, Photoshop Touch offers full layer controls. Whether you want to edit a photo or

create a drawing of your own using your finger or a stylus, Photoshop Touch gives you all the tools you need, wrapped up in an easy-to-understand interface. Well worth a look for those looking to dabble in image editing while on the go.



## Create vector illustrations



### Adobe Ideas

Much like Photoshop Touch, you can use Adobe Ideas without a CC account. However, sign in and you unlock the ability to sync your creations with Illustrator CC, so you can turn your quick iPad sketches into fully realised vector artwork on your

desktop. The key advantage here is that with Adobe Ideas on iPad, you have support for the biggest styluses – the Adonit Jot Touch 4 and Jot Script, Wacom Intuos Creative and the Pogo Connect – which means you can draw digitally by hand on the go.

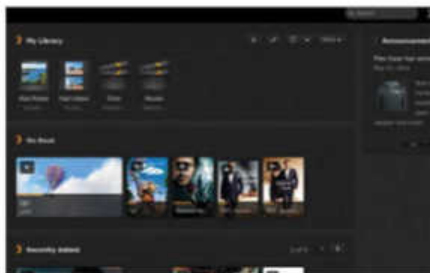
## Stream your media to iPad at home



### Plex for iPad & Plex Media Server

Price: Free

We particularly like Plex for streaming movies and TV episodes. There's a little more to set up than the other apps we're looking at here, as you'll need an app for your Mac or PC as well as the iOS counterpart, but once you're up and running you'll be able to keep all your media on your main Mac and stream to your other devices, no matter where you are. Plex is also great because it automatically gives media beautiful artwork, information and descriptions, even if they aren't included in the original files. It's a great way to watch movies and TV shows on your touch-screen.



#### 1: Plex Media Server

Click on Plex Media Server's menu bar icon and choose the Media Manager. Use the '+' button to add folders on your Mac or PC.



#### 2: Set up the Sync

Put Plex on your iPad and connect to your server (Media Manager needs to be running). You'll now have access to all the media on your computer.



#### 3: Beautiful media

Plex will retrieve artwork for your movies and music to create a beautiful library view. Tap one and it'll stream from your Mac or PC instantly.

## Put a library in your pocket



### Kindle

Price: Free

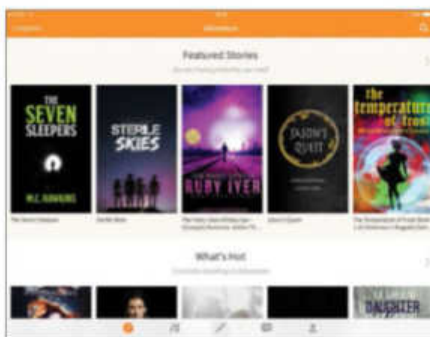


Grab the free app from the App Store and you can read all your favourite ebooks on the go. You'll need an Amazon account, but all your bought books will sync automatically.



### Wattpad

Price: Free



Wattpad is an unlimited, growing library of free books and stories. There are over 20 million freebies across multiple genres, and even the ability to connect with authors.

## Sync all your files and folders

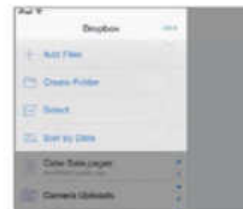


### Dropbox

Price: Free

#### 01: Create folders

Tap the ellipsis button in the top of the Dropbox sidebar, then select Create Folder from the menu to add a folder inside the one you're viewing now.



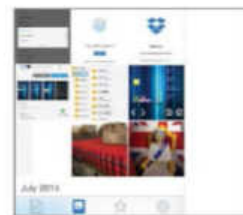
#### 02: Add photos

Tap the ellipsis button again and select Add Files from the top of the menu. Tap the images you want to add to your Dropbox, then tap Upload above.



#### 03: Photos View

Tap the Photos tab at the bottom of the sidebar to see all of your uploaded shots in a grid. Tap on any one for a full-size preview on the right of the screen.



#### 04: Favourites

When you're viewing a large preview of the file you like, tap the Star icon in the top-right of the entire screen to add it to your favourites so it's easier to find.



#### 05: Open files in apps

Some files, such as PDFs and Microsoft Word documents, can be opened in other apps for proper viewing or editing. Tap the Share button and tap Open In...



# Essential apps

## Take Gmail with you



Gmail

Price: Free

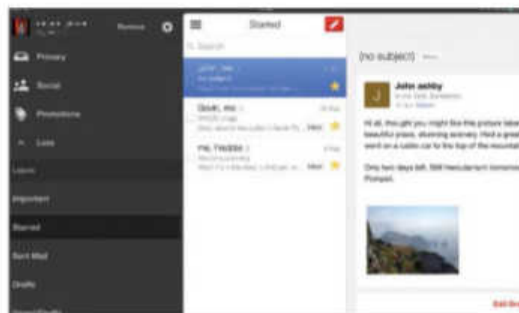
If you are one of the millions of people who use Gmail as their primary email service, the iPad app is sure to please. All your mailboxes and contacts from your gmail account will be synced across to your iPad automatically, and you'll get the same easy-to-understand interface across all of Google's services. Other apps may require complex setup to get your Gmail mailboxes to sync properly, but with the official Gmail app you'll be ready in no time at all. Grab the Gmail app and take true control of your emails, whether you're on your computer or your iPad.

**"Mailboxes and contacts will be synced across to your iPad automatically"**



### 01: Writing messages

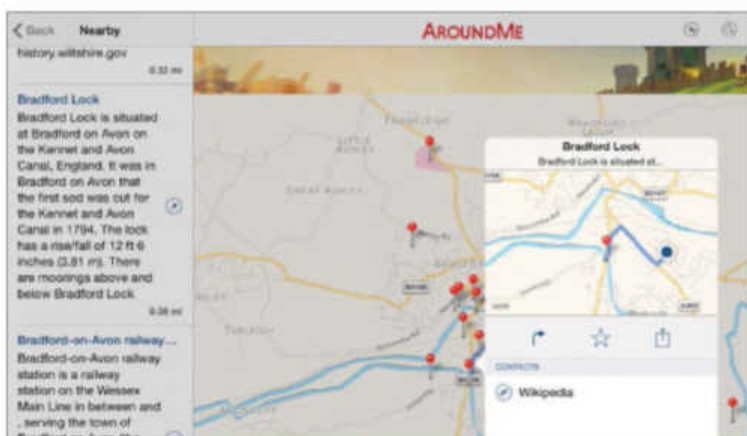
Tap the red Compose button at the top of the message list to open up a new message. Here you can attach photos, add contacts from your iPad Contacts, and tap send in the top-right.



### 02: Sorting and starring

If you want to be able to find certain messages quickly, just tap the Star icon next to the message in the sidebar to favourite a message, then you can choose the Starred section to see them all together.

## Discover what's around you



AroundMe

Price: Free

This app can come in very useful to discover what's in your local area. For example, if you are enjoying a weekend away then you can use this app in your hotel room to see what places are there to be checked out nearby. Simply choose a category from the list to the left, that includes bars, coffee shops, concerts, movie theatres and many more, and then all of the corresponding places will be

presented in a handy list for you to scroll down through and check out reviews and ratings. All of the places are also displayed on the map in the main window, so you can see where everything is in relation to your current location. You can also save places as favourites so that you can return to them again and share them with other people via social networks. Go on, see what's around you!



### 01: Select a category

Grant the app permission to use your current location and then tap on one of the place categories in the left-hand column. All of the places nearby that fit the description will then be listed.



### 02: Find the place

As well as in the list to the left, all of the places will also be indicated as pins on the map. So if you simply want the nearest, you can instantly see which is closest to your current position.



## Never get lost again



### Google Maps

Price: Free

#### Aerial view

Tap the three lines to open this menu and hit Satellite for real photos overlaid onto the map

#### Location information

Search for a location and tap the search result to see more information about it

#### Street View

You can get a view from on the street by tapping the image under the search result

#### Get directions

Tap the Route button in the search bar and you can get a travel route to any location

## Share your photos with the world



### Instagram

Price: Free

Although Instagram, strangely, doesn't yet have its own iPad app, you can download the iPhone version that works just fine on the bigger screen. Here we show you how to start following folk...



#### 1: Go to your profile

Tap on the far-right icon at the bottom of the interface followed by the cog icon in the top-right corner. Now select 'Find People to Follow'.



#### 2: Connect and follow

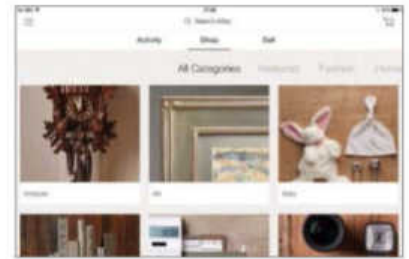
Use the Connect to Facebook and Connect Contacts options to find your friends on the service or scroll down for suggestions and trends.

## Shop for goods on your iPad



### eBay

Price: Free



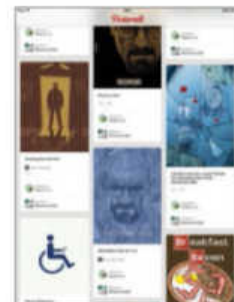
eBay's iPad received a massive makeover last year to make it one of the premium shopping apps on the App Store. It takes that addictive nature into the app, packing in a full set of features that make it easy to browse, buy, sell and manage your account. You get the full desktop experience, fully optimised for the tablet. It's a must-have app, and one that no shopping addict can live without.

## Gather inspiration



### Pinterest

Price: Free



Pinterest is like a handy online scrapbook into which you can gather the things that interest you from around the web. This is ideal if you are planning

to redecorate your house, getting married or simply want to compile a host of styles and images that inspire you. Or perhaps you want a new tattoo; here you can collect designs on which to base yours. Whatever the theme, Pinterest lets you gather ideas easily. Your collections will also helpfully sync across devices.



# Essential apps

## Get organised and share tasks



### Wunderlist: To-Do Lists & Tasks

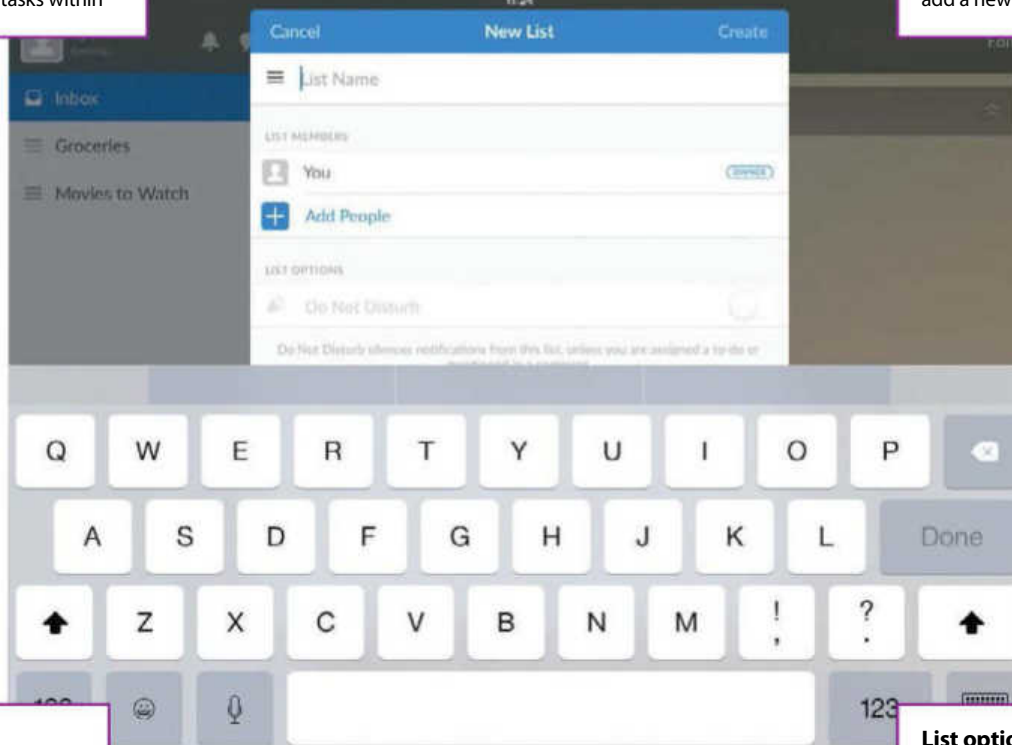
Price: Free

#### Your lists

All of your lists will be stored here for you to tap on and view the various tasks within

#### To-do lists

Tap on the 'Add an item...' field and you'll be able to add a new to-do to your list



#### Add new list

Tap the '+' icon to create new list. You can then add details and people

#### List options

You will find options to share, publish, sort and more in the toolbar situated here

## Watch live TV



### TV Catchup

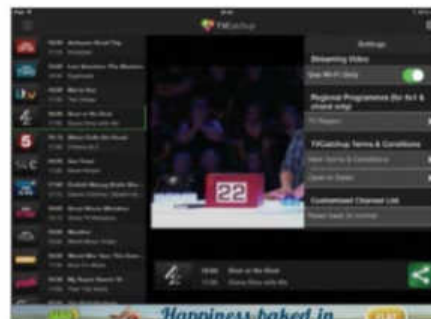
Price: Free

The iPad is perfect for watching your favourite shows. Plug in a pair of headphones and you have a personal and portable TV as thin as a notebook. TV Catchup is a brilliant service that allows you to watch live Freeview TV channels through a wireless connection no matter where you are. Now you never need to miss your favourite show again – simply open up TV Catchup and select a channel to start watching live.



#### 1: Choose a channel

Tap a channel from the bar on the left-hand side and you'll see a preview of what's on now, and what's coming on soon. Tap the top choice to play the TV show live.



#### 2: Select the settings

Tap the cog in the top-right and you can adjust the settings within the app. Pick your television region, and choose whether your iPad can use the app via your mobile network.

## Share any file to iPad wirelessly

### Files United

Price: £3.99/\$4.99

The iPad is great for viewing all your media, from movies to photos, but sometimes getting your stuff onto your tablet can prove more difficult than it should be. While you can sync files through iTunes, syncing can take a long time, and when you just want to add a few photos, it's barely worth the effort.

That's where Files United comes in. Grab the app on both iPad and Mac, and you can simply drag and drop the files you want on your iPad into the app on your Mac. It all happens instantly over your local Wi-Fi connection, making the transfer process considerably more painless than a time-consuming iTunes sync. Soon you'll have universal access to all your favourite media.



#### 02: Transfer wirelessly

With both apps open, drag a file onto the app on your Mac and wait for a confirmation to appear on your iPad. Tap accept and your files will be added instantly.



#### 01: Get both apps

If you want to sync your files between your devices, you'll need the app on both Mac and iPad. Alternatively, just grab the iPad app for the file management tools.

## "It happens instantly over your Wi-Fi"



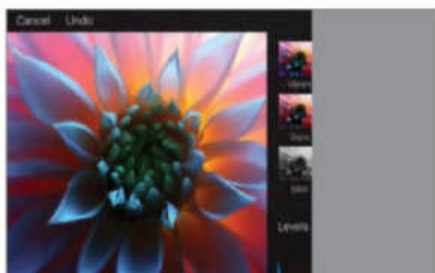
#### 03: Manage your files

Once you have transferred your files onto your iPad, you can open them with a specific app, or tap Edit in the top-right and tap a file to see your sorting options.

## Create incredible photo edits

### Pixelmator

Price: £3.99/\$4.99



One of Apple's favourite image editing apps, Pixelmator is a super-powerful, layer-based image editor that gives you all the tools you need to create advanced, eye-catching edits.



### Pixlr Express

Price: Free



Pixlr Express offers a number of editing controls, as well as creative effects, overlays, borders, text and even stickers. If you want to give your photos a new twist, it's perfect.

## Record shows remotely



### Sky+

Price: Free

#### 01: Sign in

When you first open the app, you'll be prompted to login with your Sky ID, the one that is linked to your Sky+ box. You can also create a new ID in-app if you don't have one or use the app without signing in.



#### 02: Browse the TV guide

Tap on the TV Guide option at the main menu and you'll be able to see the live Sky TV listings, swipe to the left to advance through the hours of the day.



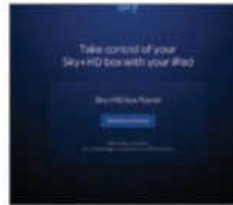
#### 03: Record TV shows

Tap on a programme within the TV listings to bring up an info box. From here you can tap on the Record button to save the show to your SKY+ box when it is aired.



#### 04: Connect to Sky+ box

From the main menu, tap on the Planner option and you will be prompted to connect to your Sky+ DH box. Do so and you will be able to see what you have recorded.



#### 05: Control your Sky+ box

Tap on an item in the planner and you'll be able to delete it from your planner or use your iPad as a remote control to command your Sky+ box to play the item.



# Essential apps

## Microsoft Office for iPad

Apple's own Office-like apps – Pages, Numbers and Keynote – offer iPad users access to powerful document tools for free, but for those who want the tools that they're familiar with may prefer Microsoft's new Office apps for iPad. They offer plenty of functionality for free, and those with an Office365 subscription will get even more out of them, with cloud storage for your files.

### Subscribing to Microsoft Office 365

**Office 365 Home:**  
**£7.99/\$9.99**  
per month  
(No annual contract)

**Office 365 Personal:**  
**£5.99/\$6.99**  
per month

**Office iPad apps:**  
**Free**  
Extra features with  
Office 365 account

## Create incredible documents



### Microsoft Word for iPad

Microsoft Word has become synonymous with word processing over the last 20 years, and now that it is finally available on iPad you'll carry all its power while you're on the move. The iPad version offers plenty in the way of document control, so you can set up your page however you like.

There is also a selection of pre-made themes to start your document, and a huge number of formatting options for your text. All of this is wrapped up in an interface that's very easy to understand and familiar to anyone with a modern version of Word. A fantastic way to work on your iPad.



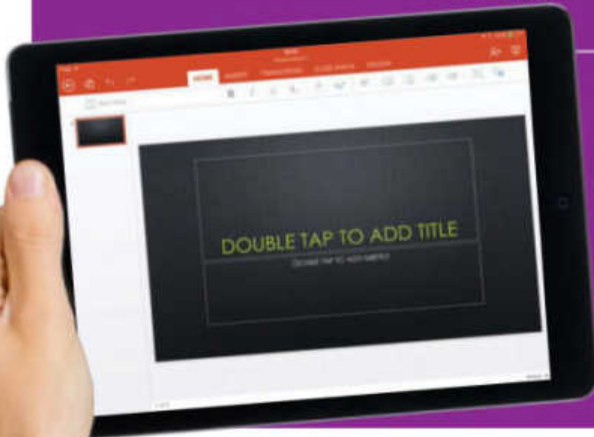
## Design powerful spreadsheets



### Microsoft Excel for iPad

Who said you can't use the iPad for serious work? Microsoft's Excel app is perfect whether you want to put together a holiday planner and budget, or whether you need to create serious spreadsheets for your business. The chart options are as

detailed as you would expect, with powerful formulas just a few taps away and graphs that look great and are very simple to create. The touch screen really breathes new life in to what is often referred to as a 'boring' app, which is a great bonus.



## Give amazing presentations



### Microsoft PowerPoint for iPad

Previously, adding animations and tapping the spacebar on a PC was enough to wow in a presentation, but now there is nothing cooler than swiping across a tablet as you present. PowerPoint brings all the brilliant

transitions and object animations that you remember from the PC version of the app to the iPad, along with a whole new interface that you'll get to grips with in just a few seconds. It's an incredibly powerful tool.



## Take amazing photos on the iPad



### Camera+ for iPad

Price: £3.99/\$4.99

The built-in Camera app on the iPad is great, but there are some options that it just doesn't offer, including timed shots, stabilisation options, and a burst mode than can be

activated to take multiple shots in quick succession. Camera+ does all this and more, offering powerful editing options that you can apply straight after you take a shot.



## Watch your favourite shows



### All 4

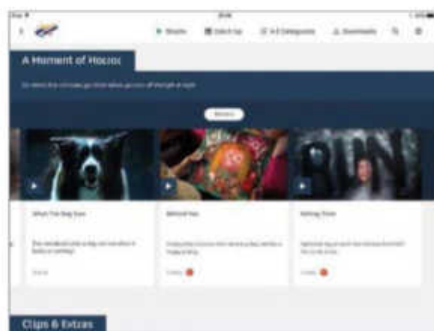
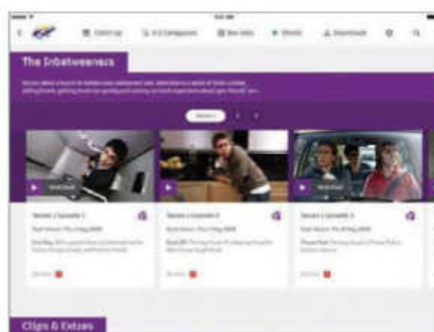
Price: Free

Previously 4OD, All 4 is the app you need to watch your favourite Channel 4, E4 and More4 shows live or on demand, including hundreds of free box sets and a wide selection of original online shows too.

The Now tab gives you live streaming of all of Channel 4's scheduling, while On Demand part of the app gives you exclusive access to the very latest catch-up shows, popular programmes and free box sets. The On Soon tab will even preview exciting new and upcoming shows.

Best of all, you can download shows to your iPad to watch whenever and wherever, even abroad. Catch-up TV apps are all the rage, and All 4 makes a strong case to be downloaded.

**"Preview exciting and upcoming shows"**



## Read amazing comics digitally on your iPad

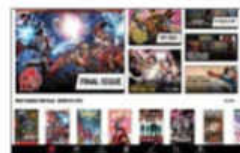


### Marvel Comics

Price: Free

#### 01: Download your favourites

Use the tabs at the bottom of the interface to search for comics, purchase them in-app and then download them to your device.



#### 02: Viewing options

When you've got an issue you want to read, you can swipe between pages as you would expect, or double-tap a single panel so it fills the whole screen.



## Create your own digital magazine



### Flipboard

Price: Free

Flipboard is a digital platform that allows you to create your own magazine based on the topics and websites you love. When you first start with the app, you can add your own Facebook and Twitter feeds if you wish, and then choose topics that interest you so they can be added to your account. From here you'll see a grid of your chosen subjects, and you can tap one to be taken to the big stories in that topic. From here, tap the '4' button in the bottom-right to create your own personalised magazine, which will be laid out beautifully for you to catch up with later or read immediately as you wish. It's the exact content you want, presented perfectly.





# Essential apps

## Win the championship



### FM Mobile 2016

Price: £6.99/\$8.99

One of the most addictive games ever seen on the App Store, Football Manager returns for the 2015-2016 season with a new mobile offering. This is the game where the success of your chosen club (pick a team from any of the 14 supported countries) is all down to you – the manager.

You control the team's tactics from formations, training drills and last-minute substitutions. You also get to prove your worth in the transfer market. Scout the bargain or pull off a galactico signing. It's all down to you. Win and you'll be a fans' favourite. Lose and you'll be looking for a new job.

**"The success of your chosen club is all down to you – the manager"**



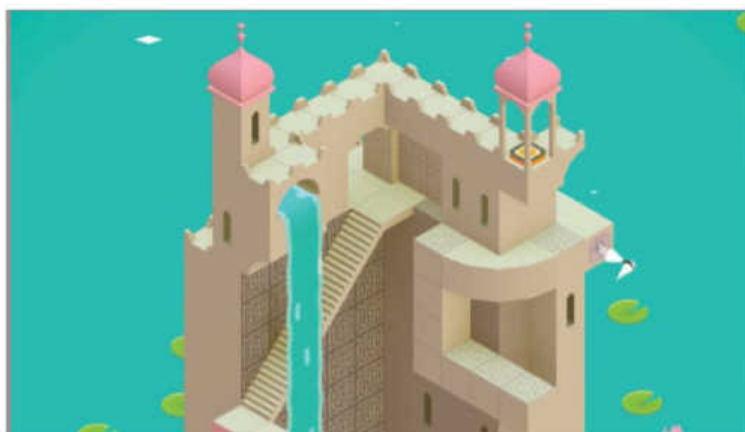
#### 01: Pick the tactics

As the manager you're in charge of choosing how the team plays. Tweak tactics such as formation and individual instructions to give your team the best possible chance against the rival opposition.

#### 02: Watch and respond

The game's match engine is fairly sophisticated, if not desktop-quality. However, don't rest of your laurels – go behind and it's tweeky bum time. Time to make a sub? It's all in your hands.

## A beautiful and taxing puzzler



### Monument Valley

Price: £2.99/\$3.99

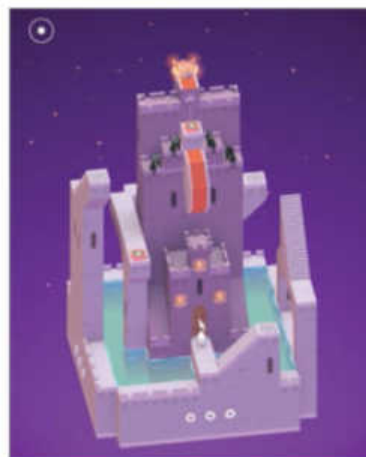
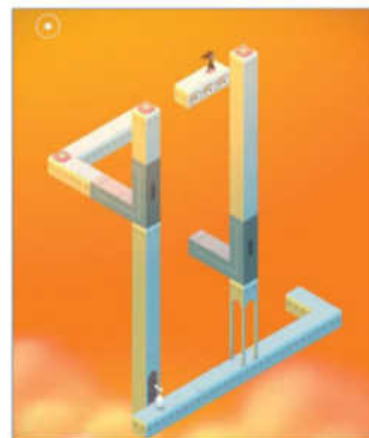
This brilliant and beautiful puzzle title takes its inspiration from the 'impossible' optical illusions you may have seen before. Each level gives you the goal of guiding a silent princess to the exit by revealing hidden pathways, unfolding optical illusions to make them into safe passageways, and outsmarting the enigmatic crow people. The game looks incredible, offering colourful worlds and a

stunning art style. While most puzzle titles will have you assessing each level when it first appears, Monument Valley will have you scratching your head every time. The first levels are easy, but the difficulty ramps up later and solving each level is a real achievement.

It's hard to explain what makes Monument Valley so special, but the design alone is worth its price tag.

#### 01: Simple goals

Each level has a fairly obvious end-point – usually a door or a plinth on which to place a special item. But they are all in completely unreachable locations for any normal platforming title. You need to reshape the whole landscape of the level if you want to succeed, using spinning handles or draggable sections. Just don't get a headache!



#### 02: Mind-bending solutions

Each level comes with sections which you can grab to rotate. Sometimes you'll need to spin the whole thing around to change the angle, and doing so will transform impassable gaps into straightforward paths. Other times the path will be just that little bit more obvious, but getting to it will require a little more thought than simply tapping the exit.

## A new twist on a classic genre



### Hitman GO

Price: £3.99/\$4.99

#### Board games

The whole game is designed as a board game, with each character a piece in the game

#### Sneaky sneaky

You must sneak past guards and other obstacles to reach your target or goal

#### Missions

There are plenty of missions for you to get your teeth into, so you'll be playing for weeks

#### How did you do?

At the end of each level your performance will be rated, giving the game some real replay value

## Projectile puzzling at its finest



### Angry Birds HD

Price: £2.29/\$2.99

Angry Birds HD has been an iOS stalwart for years and comes rammed full of challenging levels. Just in case you have been living on a different planet, here's how the gameplay works...



#### 01: Pick a level

Choose a level pack and then use the catapult to launch the arsenal of birds at the pig-populated structures over to the right. Different birds have different abilities.



#### 02: Ramp up those points

The aim is to get three stars on every level and the amount of stars you get relates to how many points you score. Clear the level with as few birds as possible to earn the big points.

## Escape the system



### République

Price: Free



République is a tense stealth game in which you help a young woman escape her captors. You watch the action through a series of CCTV cameras, distracting guards and picking up evidence as you go. The story is engrossing and you'll find yourself exploring levels just to find the extra newspaper and notes that give the plot some background.

## Connecting the dots



### Two Dots

Price: Free



This simple game challenges you to clear a certain amount of coloured dots from the screen within a limited amount of moves (and time if you are

going for the big scores). You clear dots by drawing straight lines through them (no diagonals) and drawing squares clears the screen of an entire colour. It's tricky as you have to plan moves in advance, but it's hopelessly addictive and is sure to keep you amused.

# Your iPad glossary

What does it all mean? We guide you through the common features and terms that you're likely to encounter while using your iPad

## Apple ID

This is the name and password you use to log in to the various Apple services, such as iTunes, the App Store and iCloud.

## Application (app)

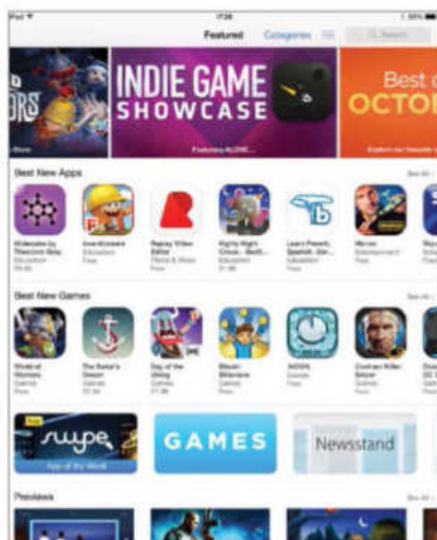
An application, or app, is a software program designed to perform one or more functions. Apps can be downloaded from the App Store.

## App Store

The App Store is a digital distribution platform for Apple users. Users are able to browse, purchase and download iPad and iPhone apps from the App Store to run on their device.

## Dock

The Dock on your iPad is a row of icons that can be set to appear at the bottom of your home screen in the faded block. The Dock is ever-present as you scroll through screens and allows you to access your favourite, most-used apps easily. You can add and remove apps by pressing and holding on an icon until it starts to shake and then dragging it into position.



■ You can shop and browse apps by popularity and category at the App Store

## Game Center

Apple's gaming portal where you can shop for new games, find friends and play against them online or compare high scores.

## Gestures

These refer to the finger commands that you perform on your iPad's touch screen to carry out various functions. Multitasking Gestures were added to iOS 5 and later, that let you use five fingers to pinch to reveal your Home screen or swipe up, left or right to reveal your multitasking bar or cycle between open apps.

## Gestures jargon:

### ● TAP

This is the most common and basic gesture to perform on your iPad; it involves tapping the screen with your finger.

### ● DOUBLE-TAP

This involves tapping an object twice in succession. You use this gesture mainly for zooming or highlighting text.

### ● TAP, HOLD & DRAG

Some functions, such as highlighting text, copying and pasting require that you tap and hold down on the screen and then drag your finger to select what you want.

### ● PINCH

To zoom in or to open something, place your thumb and index finger, pinched together, on screen and spread them apart. To zoom out, perform the reverse.

### ● SWIPE

Swiping is one of your primary navigational tools. You perform a left or right swiping motion with your index finger to move through app pages or images in the Photos app, for instance.

## Home Button

This is the large circular button on the front of your iPad that you use to quit apps and return to your iPad's home screen.

## Home screen

This is essentially the desktop of your iPad that you see when you boot up or unlock your device. From your home screen, you can launch apps and access your Settings.

## iCloud

iCloud is a free cloud storage and syncing service available with iOS 5 and above. With iCloud you can share data, files, music and photographs between devices without the need for manual connecting, syncing and transferring.

## iCloud jargon:

### ● ITUNES IN THE CLOUD

With iCloud, the music you purchase from iTunes appears automatically on all of your devices. You can also download past purchases where you want, when you want.

### ● PHOTO STREAM

With iCloud, when you take a photo on one device, it automatically appears on all of your devices. Photos transferred from a digital camera connected to your Mac will also be pushed to your mobile devices.

### ● DOCUMENTS IN THE CLOUD

If you have the same iCloud-enabled apps on more than one device, iCloud automatically keeps your documents up to date across all devices.

## iOS

Whereas Macs run on an operating system called OS X, your mobile devices – iPhone, iPad and iPod touch – use iOS. A large number of changes were made in recent updates, including the introduction of iCloud Drive and Apple Music.

## iTunes

This is Apple's flagship digital distribution centre that lets users browse, purchase and download a wide range of digital media, including music, books,





movies and TV shows. Using an Apple ID, users log in and store payment details to make downloading media quick and easy.

## iTunes jargon:

### ● FEATURED

All of the latest, most notable music, movies and TV shows will be showcased under this tab at the front of their respective store windows.

### ● TOP CHARTS

See what's hot and popular on the iTunes Store by tapping on this tab.

### ● GENIUS

This is a feature that recommends new music, films

and shows based on what is currently in your library. Genius can also create playlists for you.

### ● ITUNES U

iTunes is also a great source of educational materials, and you'll find a wide range of digital books, videos and podcasts by tapping on the 'iTunes U' link.

### ● REDEEM

Occasionally you may be gifted a product from iTunes in the form of a code. Click on the 'Redeem' link and input the code to download the product.

## News

This app comes free with iOS 9.1 and above, and is where you can customise your newsfeed to display the latest news in areas of interest specific to you.

## Safari

This is Apple's premier web browsing app that comes as standard with all iPad operating systems. The app boasts a wealth of new enhancements to make surfing the web a quick and easy experience.

## Settings

Accessible from the Dock or home screen, Settings is where you can tweak all aspects of your iPad as well as the apps and utilities that make it tick.

## Side switch

This is the small switch on the edge of the iPad that

you can assign, via Settings, to act as a mute button or to lock your screen rotation.

## Sleep/Wake Button

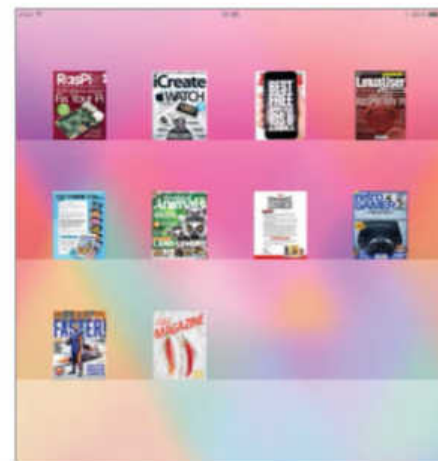
This is the lozenge-shaped button on top of the iPad that you use to turn your device on and off.

## Wi-Fi

Wi-Fi refers to a wireless networking system that allows you to connect to the internet without any cables. You will need access to a wireless router for this to work with your iPad.



■ iTunes is the ultimate digital marketplace for buying and downloading new music and entertainment for your iPad



■ The Newsstand app is where all of your digital magazines and newspapers are safely stored



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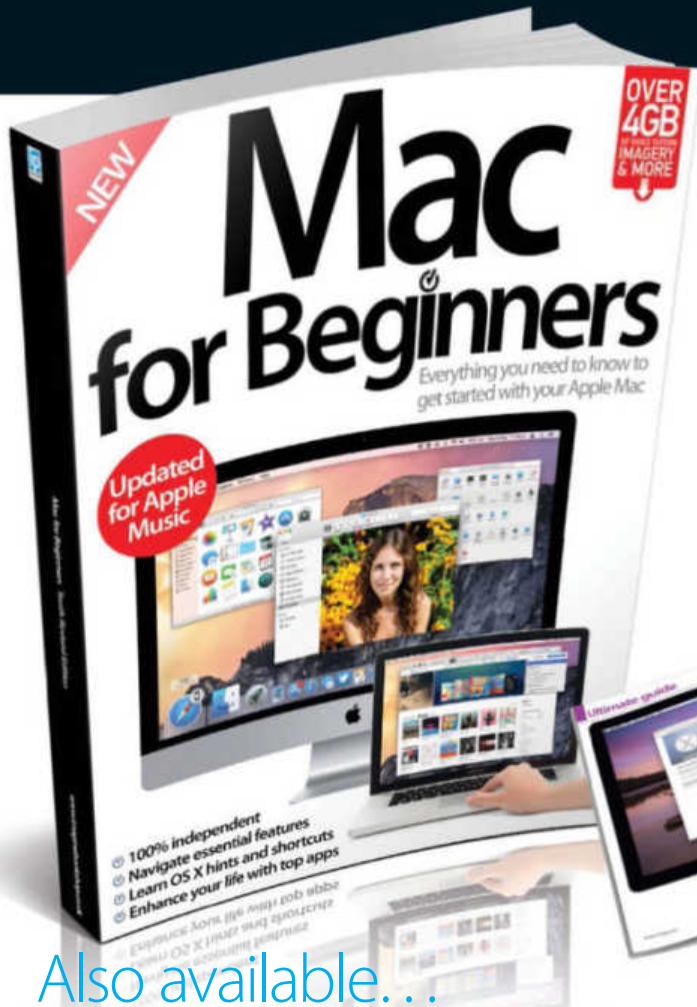
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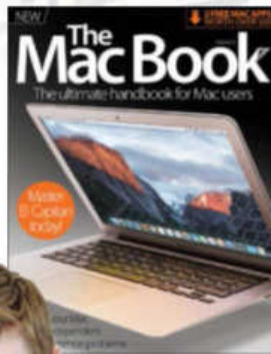


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# iPad for Beginners

Everything you need to know  
to get started with your iPad



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the latest device hardware



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